

DOUGLAS COUNTY
EXTENSION MASTER GARDENERS

HANDBOOK

2023

Mission Statement

To share research-based, horticultural information with residents of Douglas County, in partnership with K-State Research and Extension.

Appendix notations refer to the current year Handbook Appendices document. This document is available at <https://www.douglas.k-state.edu/lawn-garden/master-gardener.htm>

K-State Research and Extension — Douglas County
785.843.7058
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TABLE OF CONTENTS

EXTENSION MASTER GARDENER MISSION AND GOALS.....	3
EXTENSION MASTER GARDENER TIES TO KANSAS STATE RESEARCH & EXTENSION	3
EXTENSION MASTER GARDENER HISTORY	3
TIES TO KANSAS STATE UNIVERSITY	3
TIES TO DOUGLAS COUNTY	3
DOUGLAS COUNTY EXTENSION STAFF	4
EMG ASSOCIATION BY-LAWS	4
EXTENSION MASTER GARDENER MEMBERSHIP ISSUES	4
EXTENSION MASTER GARDENER DEFINITION	4
ACTIVE MEMBERSHIP REQUIREMENTS	4
EMERGENCY CONTACT FORM	4
VOLUNTEER 4-H ORIENTATION TRAINING INFORMATION	4
VOLUNTEER HOURS	5
EDUCATION HOURS	6
HOUR REPORTING	6
PROBATIONARY MEMBERSHIP STATUS	6
EMERITUS STATUS	7
LEAVE OF ABSENCE	7
RECERTIFICATION	7
TRANSFERS FROM OTHER PROGRAMS	7
DUE PROCESS FOR MEMBERSHIP GRIEVANCES	7
MEMBERSHIP EXPECTATIONS	8
RECOGNITION PROGRAM	8
EMG ASSOCIATION MEMBERSHIP ROSTER	8
EMG BEREAVEMENT RECOGNITION POLICY	8
EXTENSION MASTER GARDENER ASSOCIATION GOVERNING STRUCTURE	9
DOUGLAS COUNTY EXTENSION MASTER GARDENER EXECUTIVE BOARD	9
DUTIES OF EXECUTIVE BOARD MEMBERS	9
ELECTION PROCESS AND GUIDELINES	10
EXECUTIVE BOARD MEETINGS	10
EXTENSION MASTER GARDENER COMMITTEE STRUCTURE	11
COMMITTEE COORDINATORS	11
COMMITTEE MEMBERSHIPS	11
STANDING COMMITTEES / ACTIVITIES	11
APPROVAL OF MATERIALS FOR PUBLIC DISTRIBUTION OR ADVERTISING	14
EXTENSION MASTER GARDENER ASSOCIATION MEETINGS	15
EMG BUSINESS MEETINGS	15
EMG EXECUTIVE BOARD MEETINGS	16
COMMITTEE MEETINGS	17
ROBERT'S RULES OF ORDER	17
EXTENSION MASTER GARDENER FINANCIAL SYSTEM	17
BUDGET	17
BUDGET SEQUENCE	17
BUDGET COMMITTEE	18
BILL PAYING – Payment Authorization	18
DEPOSIT VOUCHER	18
DONATION FORM	18
MONTHLY REPORTS	19
SELLING AND CHARGING FOR EMG EVENTS	19
ASSETS	19
OPERATING RESERVE	20
UNENCUMBERED FUNDS	20
CRITERIA AND PROCESS FOR DETERMINING BOARD AUTHORITY GRANTS	20

EXTENSION MASTER GARDENER MISSION AND GOALS

The mission of the Douglas County Extension Master Gardener Association (EMG) program is to share research-based, horticultural information with the residents of Douglas County, in partnership with K-State Research and Extension.

The EMG volunteer program is open to any Douglas County resident or resident of a neighboring county that does not have its own EMG program and who has the time and desire to donate volunteer hours to the EMG program. The EMG volunteer program creates opportunities for gardeners to learn more about horticulture and to share that knowledge with others. The program training covers all the basic areas of horticulture. Instructors are Kansas State University professors, local gardening experts, and staff of cooperating agencies. Examples of subjects studied include plant biology, growing fruits and vegetables, flower gardening, lawn care, insect and disease control, indoor gardening, wildlife damage control and prevention, landscape management and design.

K-State Research and Extension provides horticulture training. In return, each trainee is required to donate volunteer time to the Douglas County Extension horticulture programs. To become a certified EMG volunteer, the new trainee must complete 40 hours of approved volunteer work. After the first year of training and volunteering, volunteers are required to give at least 30 hours of service, as well as attending 10 hours of Advanced Education each year.

Volunteers engage in a variety of gardening activities that benefit the community, as well as families and individuals. Examples include answering telephone questions on the Horticulture Hotline, answering gardening questions and providing information about the program at the local Farmers Market, working with youth to nurture interest in gardening, giving presentations to organizations, and coordinating with other groups to further local horticultural knowledge.

EXTENSION MASTER GARDENER TIES TO K-STATE RESEARCH AND EXTENSION

Extension Master Gardener History

The original group of Extension Master Gardeners (EMG) in Douglas County was formed by Earl Van Meter, Director of County Extension. He also was the County Extension Agent - Horticulture. In 1988, the EMG group was reorganized by Dennis Bejoit, Director of County Extension, and the County Extension Agent - Horticulture. At this time the EMGs were part of the Douglas County Extension Council. On March 14, 2001, the Douglas County EMG members voted to become the Douglas County Extension Master Gardener Association and the Association became a “not-for-profit” 501c (3) organization. On March 26, 2014, the EMG Executive Board voted to move the EMG Association under the umbrella of the Douglas County Extension Council, thereby terminating the 501c(3) designation.

Ties to Kansas State University

The goal of the Douglas County EMG Association is to support the work of K-State Research and Extension. All projects of the EMG program are located in Douglas County and are in compliance with the objectives and policies of Kansas State University.

Ties to Douglas County

The Douglas County EMG Association is an organization of members that are considered non-paid employees operating under the authority of K-State Research and Extension. The County Extension Agent – Horticulture is the trainer, advisor, and liaison for the organization. The

Advanced Education program addresses relevant county issues and is available to members and the general public.

Douglas County Extension Staff

Various personnel at the K-State Research and Extension - Douglas County office provide help and support to the Extension Master Gardener Program (see Appendix A for names of current staff).

Extension Master Gardener Association By-Laws

A copy of the EMG Association By-Laws is kept on file at the Douglas County Extension office. A copy can also be downloaded from the K-State web site, <http://www.douglas.k-state.edu>.

EXTENSION MASTER GARDENER MEMBERSHIP PROGRAM

Extension Master Gardener Definition

EMG's are trained volunteers residing in Douglas County or a resident of a neighboring county that does not have its own EMG program. To be eligible, community members must successfully complete the approved training offered by Kansas State University and K-State Research and Extension. This certification is restrictive in nature, in that it is valid only when the individual is participating in the EMG program.

Active Membership Requirements

Membership consists of certified EMG volunteers who are willing to actively promote the mission statement of the Association. Membership is open to all individuals regardless of race, color, gender, age, handicap, or national origin. To be a certified member in good standing, an EMG must satisfactorily complete the prescribed hours of instruction and volunteer commitment. A copy of that agreement is included as Appendix B.

“Active” status is issued to those who make a commitment to participate in the program for the coming year and have completed a minimum of thirty (30) volunteer hours and ten (10) Advanced Education hours. See Appendix C for the Volunteer and Education Guidelines and Reporting.

Emergency Contact Form

EMG's may input their Emergency Contact information and applicable medical information into the Kansas State University On Line reporting site, <https://ksuemg.org>. This data is only accessible by the K-State Extension-Douglas County staff as needed.

Volunteer 4-H Orientation Training Information

All committee participants who work with youth such as the School Partnerships/Jr. Master Gardener Program and are involved in two or more sessions with the same group of youth, are required to participate in Volunteer 4-H Orientation Training. This program is administered by K-State Research and Extension and is available at the Douglas County Extension Office. The program consists of an online form and a series of short videos. A background check is part of this program. There is no cost involved. A renewal of this profile is required on a yearly basis.

Volunteer Hours

To remain active, each EMG member must complete thirty (30) hours of volunteer work each year. EMG volunteers are viewed as non-salaried employees in order to be considered under the Kansas Tort Claims Act for recommendations/advice. Thus, anything the EMG's do is part of the local educational programs.

Volunteer hours should be recorded for the following:

Direct activities, including:

- Educational presentations
- Development of educational materials
- Other educational events and activities specifically supported by the Extension (for example, volunteering at the Douglas County fair in the Horticulture/Agriculture display building)
- Activities of EMG committees such as the Demonstration Gardens, Garden Tour, or Garden Show
- Horticulture Hotline

Indirect activities, including:

- EMG Executive Board (Executive Board or Board) officers preparing for and attending Executive Board meetings, as well as preparing meeting minutes, working with financial records, etc.
- Administrative tasks in preparing for monthly business meetings (assembling the agenda, preparing the newsletter, preparing committee reports if you are the coordinator, etc.)
- Committee meetings to plan EMG activities and events

Attendance at EMG Business meetings and EMG Executive Board meetings count toward volunteer hours. Travel time to and from all EMG activities also counts toward volunteer hour totals. The Advanced Education program held after the monthly Business meeting may be reported as Advanced Education hours. Hours are tracked for K-State Research and Extension purposes at www.ksuemg.org.

EMG volunteer activity includes two distinct elements:

- (1) EMG volunteers are involved in learning and sharing horticultural knowledge. EMG activities contain educational or training value
- (2) EMG's enjoy volunteering with others and working collectively to learn and form social networks. EMG volunteer projects are group oriented

Cooperative activities:

EMGs may partner with other groups, organizations, or agencies in a mutually beneficial activity. These activities should follow the EMG Association mission, and be supported by the Douglas County Extension Agent – Horticulture and/or the Horticulture Program Assistant and the EMG Executive Board. If an EMG holds membership in both groups, the volunteer hours apply only to one.

EMG volunteers should never be used as “general labor” unless there is a very clear educational or public relations value to the activity.

Exceptions: EMGs may be asked to support a special event or activity, or provide assistance to salvage an important project. These one-time events may not clearly

support our mission but may reflect positively on the EMG Association. The Douglas County Extension Agent – Horticulture and/or the Horticulture Program Assistant will determine if the activities count toward volunteer hours.

Education Hours

The K-State Research and Extension program does not mandate an ongoing Advanced Education requirement for EMGs. This requirement is added at the discretion of individual counties or districts. To this end, to maintain active membership, Douglas County EMGs must complete 10 hours of advanced education each year. The curriculum of the Advanced Education program is determined by both an Advanced Education Committee and Douglas County Extension Agent – Horticulture and/or the Horticulture Program Assistant.

What counts as education hours: As is the case with volunteer hours, the first benchmark in deciding what counts as EMG education is, “Does this activity support the EMG Advanced Education program?” Only education input provided by a K-State Research and Extension representative, certified EMG, or some other party approved by K-State Research and Extension will count toward the education requirement. This includes programs presented by Douglas County EMGs, any other county’s EMGs, university faculty, or annual presentations at the state Advanced Master Gardener Training Sessions. Members who volunteer three (3) hours on the Horticulture Hotline may elect to count one (1) of those hours as Advanced Education.

Exceptions: If EMGs attend educational presentations other than regular monthly Advanced Education programs or the K-State Advanced Master Gardener Training Sessions, the education experience may be approved for credit by the Douglas County Extension Agent – Horticulture or the Horticulture Program Assistant.

EMGs are encouraged to take advantage of the educational opportunities offered by the monthly Douglas County EMG Advanced Education programs and the K-State Advanced Master Gardener Training Sessions. This ensures consistency in education, and the group-learning process also offers some value in retaining and sharing the information delivered through the process of Advanced Education.

Hour Reporting

The K-State Research and Extension Master Gardener Program has developed a website database for the recording of volunteer hours and education hours. This is the preferred method of recording member hours. The website is <https://ksuemg.org> See Appendix C, Volunteer and Education Guidelines and Reporting, for the current categories and sub-categories.

Probationary Membership Status

In the event a member has not completed the required education and volunteer hours to remain an active member, they will be placed on probationary status. A member may remain on probationary status for one year before being dropped from membership. In the probationary year the deficient hours must be made up in addition to the 30 hours of volunteer work and 10 hours of Advanced Education, required for active membership for that same year. Members with special circumstances must communicate directly with the Douglas County Extension Agent - Horticulture and /or the Horticulture Program Assistant regarding membership status.

Emeritus Status

Emeritus status is for a member who is active, in good standing, and has met either set of criteria that follows;

- a. The EMG must have been an active member for a minimum of five years, must have completed more than 1,000 volunteer hours and the EMG Executive Board and Douglas County Extension Agent – Horticulture and/or Horticulture Program Assistant must approve the change in status.
 - b. The EMG must have been an active member for 20 years, must have completed 610 volunteer hours and the EMG Executive Board and Douglas County Extension Agent – Horticulture and/or Horticulture Program Assistant must approve the change in status.
- 1) Emeritus status comes with all of the rights of active membership, including the ability to hold office. Emeritus EMGs do not need to complete volunteer or education hours, but otherwise may participate fully in all EMG activities as a Douglas County EMG. Emeritus members are requested to report their volunteer and education hours.
 - 2) At their discretion, the Executive Board and the Douglas County Extension Agent – Horticulture may grant emeritus status if all conditions are not met.

Leave of Absence

Up to one year's leave of absence may be granted to any member who desires to continue as an EMG but cannot fulfill the volunteer or education hour commitments for whatever reason. Leave of absence must be requested in writing to the EMG Executive Board, which will grant the status and excuse the member from attendance at all meetings and functions. A leave of absence will not be approved retroactively, therefore any EMG needing a leave of absence must submit and have the request approved prior to the time needed off from the organization. The member may return at the end of the leave with no penalty in terms of volunteer or education hours but will be expected to complete prorated volunteer and education hours corresponding to the remainder of the year.

Recertification

A former EMG may become reinstated by a satisfactory completion of a recertification program prescribed by and with the approval of the Douglas County Extension Agent – Horticulture and/or Horticulture Program Assistant.

Transfers from Other Programs

A transfer EMG must be approved and certified by the Douglas County Extension Agent - Horticulture.

Due Process for Membership Grievances

The title “*Extension Master Gardener*” may be used exclusively by the Kansas State University Extension Master Gardener Program. EMGs may use the title only when performing unpaid, volunteer educational activities. Along with active participation, EMGs will uphold certain standards while volunteering. ***The following behaviors will not be tolerated and may result in dismissal from the EMG Association pending due process.***

- Possession or use of alcohol or illegal drugs in the workplace or on job assignments

outside the Extension office.

- Abuse or theft of public or personal property.
- Sexual harassment, misconduct, or verbal abuse.
- Public possession or use of weapons or firearms in the workplace.
- Defamation of the organization.
- Creating an implied or outright Kansas State University endorsement of any product or place of business.
- Misrepresentation of sources of information or consistently giving out incorrect information.

All active and probationary status EMGs may appeal decisions made on their membership status. Appeals must be made in writing within five business days of the notification of the decision. Written appeals and all supporting materials must be at the K-State Research and Extension - Douglas County office by the end of the fifth business day. A meeting headed by the Douglas County Extension Agent – Horticulture will be called to review the appeal. The committee will consist of the Douglas County Extension Agent – Horticulture, the Horticulture Program Assistant, the EMG President or Vice President, and two active EMG members. The two active EMG members will be selected by mutual agreement between the committee and appealing member. Membership status will be voted on at the meeting. All parties will receive written confirmation of the decision within five business days.

Membership Expectations

Every EMG must be an active member of at least one committee established by the Association. The Committee and Activity Interest form may be found in Appendix D.

Recognition Program

EMGs held the first annual Recognition Program in December 2001. Recognition awards include acknowledgment of current class graduates, significant class anniversaries, and special awards. These awards include Master Gardener of the Year and recognition of special service provided by community members to Douglas County Extension Master Gardeners. The recognition program is now an annual event.

EMG Association Membership Roster

The membership roster for the EMG program is the responsibility of the EMG Executive Board and maintained by the Horticulture Program Assistant. This list is used for tracking membership information and for member communication.

New members will be added after completion of classroom training.

EMG Bereavement Recognition Policy

A card will be sent by the EMG Executive Board to acknowledge the death of a member, a member's spouse, or a member's child.

EXTENSION MASTER GARDENER ASSOCIATION GOVERNING STRUCTURE

Douglas County Extension Master Gardener Executive Board

The EMG Association is governed by a membership elected EMG Executive Board. Active EMGs and Emeriti are eligible to serve as EMG Executive Board members. Current EMG Executive Board officers are listed in Appendix E.

Elected Offices include:

President
Vice President
Secretary
Treasurer
Coordinator of Public Relations
Members-At-Large
New Class Representative

Duties of EMG Executive Board Members

- A. President: The President shall preside at all Association meetings, appoint the coordinators of all standing and special committees, and perform such other duties as are outlined in the By-Laws or as directed by the Association membership. The President shall serve as Activity Coordinator.
- B. Vice President: The Vice-President shall perform the duties of the President when that officer is absent. This officer shall serve as coordinator of the Advanced Education Program committee and work closely with the President, Douglas County Extension Agent-Horticulture, and the Horticulture Program Assistant to plan and operate the total program. The Vice President shall maintain the current copy of the By-Laws, the Handbook, and the Handbook Appendices.
- C. Secretary: The Secretary shall be both Recording and Corresponding Secretary, keeping the minutes of all Association meetings, and taking care of all correspondence as needed, including sympathy, get well, and congratulatory cards when appropriate.
- D. Treasurer: The Treasurer shall be custodian of financial documents. These documents include, but are not limited to, approved expense, and donation forms, for the Douglas County Extension Master Gardener Association. Approved original forms or appropriate facsimiles shall be given to the Treasurer for submittal to the Douglas County Extension Council each month. A copy of such forms shall be kept by the Treasurer for the purpose of reporting receipts and disbursements as they affect the Budget. A report shall be given at the monthly EMG Executive Board meeting showing budgeted receipts and disbursements for the prior month. The fiscal year shall be from the first day of January to the last day of December. A year-end report shall be given at the February EMG Executive Board meeting.
- E. Coordinator of Public Relations: The Coordinator of Public Relations shall use social media platforms (including but not limited to, Facebook, Instagram, Nextdoor, and the website) and other media to disseminate information regarding upcoming events, research-based information, EMG committees, and member profiles. This person monitors social media to affirm the Association and its activities are well represented to Douglas County, Kansas State University, and the State of Kansas.

- F. Members-At-Large: The Members-at-Large, at least two (2), or one (1) for each 50 active EMG members, will represent the membership at EMG Executive Board meetings. Active members include Active, In-Training, and Emeritus Members. Members-At-Large will act as liaisons of various Standing Committees. The count of members will be done early in September of each year. In addition, a New Class Representative will be elected from the current graduating class to serve one year on the Executive Board and have full voting privileges.

Each outgoing officer must deliver to his or her successor all books, records, and papers pertaining to that office prior to the January Executive Board meeting.

Members of the EMG Executive Board who miss three (3) consecutive EMG board meetings or five (5) total annually shall be considered as having resigned from the EMG Executive Board. Absences may be excused for exceptional circumstances.

In addition to its other responsibilities, the EMG Executive Board oversees the strategic plan and reviews it on at least a three-year rotation plan. The strategic plan includes the Association's Mission Statement, Vision Statement, Goals and Action Plans.

Election Process and Guidelines

A nominating committee of three will be appointed by the President at the August monthly meeting.

The nominating committee will present the slate of nominees to the EMG Executive Board at the October EMG Executive Board meeting. The nominating committee also will present the slate of nominees at the October Business meeting. Nominations will remain open until the final vote. Voting at the November Business meeting shall be by a show of hands or by written ballot, at the discretion of the President. A simple majority of members present will elect. In the event there is but one candidate for any office, the voting may be by voice.

The nominee for New Class Representative will be determined by the current year's training class.

Term of office will be one year that begins on January 1. No EMG Executive Board member will be eligible to serve in the same office more than two (2) consecutive terms, but may serve in another office. An outgoing President, Vice President or Treasurer agrees to serve in an advisory capacity, as needed, for the first quarter of the following year. An exception can be made for any office that does not receive a new nominee for the up-coming term. In this case, the existing EMG Executive Board member may be elected to serve an additional term.

Should a vacancy occur in the office of President, the Vice President shall automatically assume that office for the duration of the term. Another Vice President shall be elected as soon as possible. This and other vacancies occurring during the term of office shall be filled by a vote of the EMG members following notification at the next Business meeting.

Non-compliance with K-State Research and Extension policies, as stated in the volunteer contract (Appendix B), will require an EMG Executive Board member to be terminated from that office.

EMG Executive Board Meetings

EMG Executive Board meetings will be scheduled monthly. Additional meetings may be scheduled as needed. See Appendix F for meeting dates.

EXTENSION MASTER GARDENER COMMITTEE STRUCTURE

Committee Coordinators

Committee Coordinators agree to assume primary responsibility for the work of each committee. Committee Coordinators are responsible to submit annual budget requests to the Budget Committee in October. See Appendix I for current year budgets.

Committee Memberships

All EMG Members must serve on at least one committee. Members wishing to participate should contact the appropriate Coordinator, Douglas County Extension Agent – Horticulture, Douglas County Horticulture Program Assistant, or any EMG Executive Board Member. Special project committees are occasionally created to complete an unanticipated task.

Standing Committees / Activities

The EMG Executive Board, with input from the EMG membership, will establish priorities. This process determines which projects and committee work is important to the group and the community that it serves. This work serves as the basis for decision making each year. Priorities for the current year are found in Appendix M. The following standing committees have been established, and the function of each committee has been approved by the membership. Special committees may be established to work on a short-term and/or special event or project. See Appendix I for EMG budget. Complete Position Descriptions for each of the coordinators are available at the <https://www.douglas.k-state.edu/> website under Lawn and Garden/Master Gardeners.

Advanced Educational Programs

Purpose: The committee coordinated by the EMG Executive Board Vice President, plans and arranges the monthly Advanced Education Programs for the following year, coordinates and communicates with current speakers, arranging for presentation devices and speaker handouts. This committee assists the Vice President at Business Meetings with introductions of speakers and payment of Honorariums.

Demonstration Gardens

Purpose: The current demonstration gardens include the EMG Fairgrounds Demonstration Garden (Douglas County Fairgrounds, 2110 Harper Street, Lawrence), the Monarch Watch Waystation #1 (KU West Campus, 2021 Constant Avenue, Lawrence), the Eudora Garden (9th & Main Streets, Eudora), Tom Swan Park (High Street and 8th Street, Baldwin City), and the KU Native Medicinal Plant Research Garden (1865 E. 1600 Road, Lawrence). These committees will work to maintain the Douglas County demonstration gardens and share K-State Research and Extension-based horticultural information with the cmd.

Farmers Market

Purpose: The coordinators will function as the liaison between the EMG Association and the Lawrence Farmers' Market. The committee will staff a booth at the market as often as approved by the Market Manager. EMG volunteers will provide information about current horticulture issues, assist in answering horticulture questions, and promote the EMG program and its activities.

Garden Art Development

Purpose: Garden art development and sales are many times held in conjunction with

planned events of the Association. The committee is responsible for developing garden art for these events. The proceeds of the sales add to the income of the Association.

Garden Show

Purpose: The Garden Show is held at the Douglas County Fairgrounds every even-numbered year. During the Garden Show, EMGs share gardening practices and research-based horticultural information with the attending public. The Garden Show also provides an opportunity to sell plants, food and/or crafts, that add to the income of the Association. Garden show activities include but are not limited to workshops, educational booths, plant sale, craft sale, and garage sale.

Garden Tour

Purpose: The committee plans and hosts the EMG Garden Tour, held every odd-numbered year. They with the garden owners throughout the event. The committee includes a number of subcommittees that work on various aspects of the Tour.

Garden Tour selection

Purpose: The Garden Tour Selection committee selects the gardens that will be included on the Garden Tour in the year prior to the Garden Tour (even-numbered years). Committee members nominate and/or solicit nominations for gardens to be included on the tour. Committee members then work with garden owners to establish an understanding of garden tour protocols and activities. Garden Tour Selection committee members need not serve on the Garden Tour committee.

Historian

Purpose: The EMG historian maintains a scrapbook of events including photographs, newspaper articles, printed programs and other items chronicling the activities of the Douglas County EMGs. Each year items from committee notebooks that are deemed important to the group's ongoing history (important correspondence, etc.) are kept in this central history file. The historian keeps the membership biography book up-to-date.

Hoop House

Purpose: The Hoop House provides a place for EMG members to experiment and learn about different types of gardening; determine which methods work best through data collection; and use that data to determine best practices and inform future decisions. EMG members will share knowledge gained to support EMG gardens and events and educate Douglas County community members and groups.

Horticulture Hotline

Purpose: The committee provides research based horticultural information on gardening questions and concerns of the public. The Douglas County Extension Agent – Horticulture provides relevant information throughout the season and works with the coordinator(s) to provide hotline training.

Hospitality (formerly Social Committee)

Purpose: The committee plans and organizes many of the social networking functions of the EMG Association, including the year-end Awards and Recognition Dinner. The Coordinator also organizes donations of treats for Business meetings.

Jr. Master Gardeners

Purpose: The committee works on special projects in partnership with schools in Douglas County. The committee approves the formation of new partnerships and establishes parameters for EMG participation. The Coordinator(s) maintains consistency and

communication across projects.

New Class Mentoring and Training Support

Purpose: The committee works with the New Class training to introduce the class to the EMG organization and to assist the Extension Agent – Horticulture with the training program. EMG mentors help the trainees get acquainted with the EMG program, its activities, and membership guidelines. The committee also works with the Douglas County Extension Agent – Horticulture to enhance basic training activities in support of the required training topics.

Newsletter/Update

Purpose: The newsletter editor/committee solicits materials for the monthly EMG Update and, in coordination with the Horticulture Program Assistant, publishes the e-newsletter. At a minimum, the Update includes information on upcoming advanced education programs, committee activities, and volunteer needs. When possible, the newsletter also publishes local and regional events of interest to EMG members, photos of EMG events and members' gardens and activities.

Native Plant Sale

Purpose: The committee organizes public and member plant sale events. This committee also helps educate the public about Kansas native plants and to encourage the planting of natives in home gardens. The proceeds from plant sales add to the income of the Association.

Produce Distribution Program

Purpose: The committee supports the collection of fresh produce from local growers for community food pantries. The program helps include fruits and vegetables for the local hunger relief efforts of Douglas County.

Public Education-Library Program

Purpose: The committee is a liaison between the EMG organization and the public. This committee is charged with proactively developing and promoting research-based educational programs, materials, and /or activities for children and adults, outside of already existing committees (e.g. Garden Show, EMG Advanced Education Program). Programs will be planned in partnership with Lawrence Public Library, or other community locations. The committee coordinator schedules presenters, times, dates, locations of presentations and keep records that are shared with the Horticulture Program Assistant.

Public Education-Speakers Bureau

Purpose: The committee is a liaison between the EMG organization and the public. EMG members will develop and deliver presentations in the community for the purpose of sharing research-based horticultural education. The presentations should be developed and given by members with personal interest and knowledge of the topics. Presentations will be provided on request from organizations in the community, or as EMG-organized public seminars. The committee coordinator will work with the Horticulture Program Assistant to schedule presenters, times, dates, locations of presentations and keep records.

Public Relations

Purpose: The committee works with the coordinator to use social media platforms (including but not limited to, Facebook, Instagram, Nextdoor, and the website) and other media to disseminate information regarding upcoming events, research-based information, EMG committees, and member profiles.

EMG Resource Library

Purpose: The Resource Librarian maintains and updates the resource library which includes books and materials for EMG home use and the reference library for the Horticulture Hotline. The Resource Library is open to be public but no items may leave the Extension Office.

Ad hoc projects will be evaluated for appropriateness by the Douglas County Extension Agent - Horticulture and the EMG Executive Board.

APPROVAL OF MATERIALS FOR PUBLIC DISTRIBUTION OR ADVERTISING

Materials prepared by committees or individuals must be approved by the Douglas County Extension Agent - Horticulture. **Kansas State University requirements** are outlined below:

- **Bulletins/Flyers/ Booklets/etc. published by Kansas State University** may be handed out at EMG events. If copied, they must be copied in their entirety with all credits, publication dates, document numbers, and legal statements included. Most are offered free of charge. A few Kansas State University publications are offered to residents for a minimal fee. Fees are determined by the Douglas County Extension Office.
- **Handouts created specifically for EMG events** need to contain the equal opportunity statement, the K-State Research and Extension wordmark, the Douglas County Extension contact information, and the Master Gardener logo (See Below).

- The following statement must be included on all tickets and advertising:

K-State Research and Extension is committed to making its services, activities, and programs accessible to all participants. If you have special requirements due to a physical, vision or hearing disability, or a dietary restriction please contact the Horticulture Agent at 785-843-7058.



K State Research and Extension – Douglas
County 2110 Harper Street, Lawrence KS, 66046,
785-843-7058

<http://www.douglas.ksu.edu>

K-State Research and Extension is an equal opportunity provider and employer.

Kansas State University requirements

K-State Research and Extension has the following guidelines for placing the wordmark on all communication materials:

- The wordmark must appear on the front of all printed materials and digital files.
- It is preferred that the wordmark appear in the top half of printed materials.

The K-State Research and Extension wordmark must be large enough that its text can be read. **The minimum size allowed for the wordmark in all communications is 1 1/4 inches wide.** The wordmark must be re-sized proportionally and cannot be combined into a single graphic with other groups' logos or graphic elements. In addition, the full name of the organization must appear on all printed and digital publications. The organization's full name is:

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

The K-State Research and Extension wordmark must appear on all printed materials, including newsletters, brochures, or fliers. It must also appear in digital media, such as websites and PowerPoint presentations. The wordmark identifies the organization as a representative of the knowledge base of Kansas State University and the land-grant system, as well as a partner with Kansas citizens and campus groups.

DOUGLAS COUNTY EXTENSION MASTER GARDENER ASSOCIATION MEETINGS

EMG Business Meetings

Business meetings are open to all members. Meetings held monthly except in December, are followed by an Advanced Education program. Dates for these meetings are determined by the EMG Executive Board. The meeting schedule, as well as the Advanced Education programs for the current year are listed in Appendix H.

The following outline has been established as a sample agenda for the EMG Business meeting. Committee Coordinators or members who wish to add items to the agenda are to contact an EMG Executive Board member prior to the Business meeting. Minutes of the Business meeting are published in the next **Update** (monthly newsletter).

Sample Agenda for a Business Meeting includes:

- I. Call to Order
- II. Approval of minutes of previous month's meeting.
- III. Sharing – Items of interest to EMGs are shared by members
- IV. Special Recognition — Recognition of members' work on special projects is shared with the membership
- V. Reports of Executive Board officers
- VI. Report of Douglas County Extension Agent - Horticulture and Horticulture Program Assistant
- VII. Reports of Committees — Any committee meeting and/or activity of individual committees are shared with the membership
- VIII. Unfinished Business — Items of business from the preceding month that were not completed are revisited
- IX. New Business — New items for discussion are brought to the membership
- X. Announcements — Any area horticulture activities and other meetings of interest to EMGs are shared

XI. Adjournment

EMG Executive Board Meetings

EMG Executive Board meetings are held monthly, on the first Wednesday of each month, except in December or when a meeting date is not practical. See Appendix H for a calendar of the current year, EMG Executive Board meeting schedule. All members of the EMG Executive Board are expected to attend EMG Executive Board meetings. Additional EMG Executive Board meetings may be called as necessary.

The Douglas County Extension Agent-Horticultural and the Horticulture Program Assistant are invited to attend EMG Executive Board meetings. EMGs may also attend to observe. The President may convene an executive session if a discussion concerns private or personal issues.

If an EMG wants to address the EMG Executive Board, a request must be submitted to the President at least one week prior to the EMG Executive Board meeting.

After EMG Executive Board meeting minutes are approved, they will be published in the next month's **Update** monthly newsletter.

The following format can be used for an EMG Executive Board meeting agenda:

Sample Agenda for an EMG Executive Board Meeting:

- I. Call to Order
- II. Approval of minutes of previous month's meeting.
- III. President's Report – Communications received during the month regarding EMG business and/or agenda items
- IV. Vice-President Report – Upcoming Advanced Education Program
- V. Secretary Report – Review of the minutes of the last board meeting, update on correspondence
- VI. Treasurer Report – Review of financial business since the last meeting and presentation and approval of bills exceeding budget limits.
- VII. Coordinator of Public Relations Report
- VIII. Members-At-Large Reports
- IX. **Douglas County Extension** Agent - Horticulture and Horticulture Program Assistant Reports – Communication/information received pertaining to EMG program
- X. Unfinished Business
- XI. New Business
- XII. Adjournment

Committee Meetings

Individual committee coordinators will schedule meetings as needed. Time will be allowed at monthly Business Meetings for committees to meet whenever possible.

Robert's Rules of Order

The modern edition of *Robert's Rules of Order* is used as a manual of parliamentary procedure during the EMG Executive Board and Business meetings.

EXTENSION MASTER GARDENER FINANCIAL SYSTEM

Budget

Budgets are recommended by the EMG Executive Board approved by the membership and represent the best estimate of the Association's operating expenses for the next year. The current budget is found in Appendix I. The budget will be reviewed by the EMG Executive board as needed, but not less than during the May and September EMG Executive Board meetings. Any proposed change to the total budget must be published in the next Update e-newsletter. A vote to approve the budget change will take place at the next Business meeting following the published announcement. EMGs in attendance will constitute a quorum and a majority vote passes.

Budget Sequence:

Budget Committee formed	October
Committee Coordinators submit budget amounts	October
Budget recommendation to the Board	November
Budget approved by the Board	November
Budget published in the Update e-Newsletter	January
Budget approved by the membership at the January Business meeting	January

Budget Committee

The Budget Committee is an ad-hoc committee chaired by a Member-At-Large of the Executive Board. The committee is formed in October and consists of, but is not limited to, the current year Treasurer, President, Vice President, and one active EMG. In October, Committee Coordinators submit proposed budgets to the Budget Committee. During the October/November time frame the Budget Committee develops a budget for approval by the Executive Board at the November Executive Board meeting.

Bill Paying - Payment Authorization

All budgeted purchases must be approved by the responsible Committee Coordinator. Approval prior to purchase is the preferred approach. After a purchase, preferably within thirty days, the EMG should give an original receipt and completed "Payment Authorization Form" (see Appendix J) to the appropriate Committee Coordinator. The Committee Coordinator signs and submits all Payment Authorization Forms to the Treasurer for review. If the requested reimbursement is approved (signed) by the Committee Coordinator and the committee is still within its approved budget (including the requested reimbursement), the Treasurer shall submit the request directly to the Douglas County Extension Office for payment. If the requested reimbursement puts a committee over its budget the Treasurer will bring the request to the EMG Executive Board meeting for a vote to approve the payment. Once approved by the EMG Executive Board, Payment Authorization Forms are then submitted to the Douglas County Extension Office. Reimbursement requests approved by the Douglas County Extension Board are

paid once a month.

If a reimbursement request is for a Committee Coordinator, that committee's Co-Coordinator must approve the "Payment Authorization Form". Should the committee have no Co-Coordinator the Treasurer may approve the Payment Authorization Form.

A list of the reimbursement requests submitted to the Douglas County Extension Office during the prior month will be given to the EMG Executive Board in the Treasurer Report.

Deposit Voucher

Should an EMG collect payments for budgeted items, a Deposit Voucher (See Appendix K) should be completed. The amount collected, along with the completed Deposit Voucher, may be presented to the Treasurer. This will allow the funds to be placed with the proper budget item. The Treasurer will submit the amount collected to the Douglas County Extension for deposit. Alternatively, the amount collected may be presented directly to the Douglas County Extension for deposit. The EMG shall then notify the Treasurer of the amount deposited and the appropriate budget.

Donation Form

Contributions in cash or monetary value are welcomed by the Association. These donations help support the organization in whole or in part. If a donation is \$500 or less, it is considered a general contribution, to be used for budgeted items, or applied to a specific project or activity for the current year. If the donation is over \$500, the donor may request that it be designated as a grant. The EMG Executive Board will decide if specific donations exceeding \$500 will be designated as a grant. Grants shall be accounted for separate from budgeted items. This separate accounting shall be maintained until all of the designated funds are spent.

Donated funds should be submitted to the Douglas County Extension for deposit along with the donor's wishes for how the funds should be used. Alternatively, a Deposit Form (Appendix K) may be completed and turned into the Treasurer with the donated funds. If needed, a Donation Form (Appendix L) can be filled out by the donor and turned in with the deposit form. If a cash donation of \$500 or less is specified for a specific project or activity, the funds will be added to that budget to be used that current year. Any funds in budgets not spent at the end of the year are rolled back into the general funds for the next year.

Donors shall be recognized for their contribution if said donor gives permission prior to the recognition.

Monthly Reports

A Treasurer Report will be presented to the EMG Executive Board for approval at each meeting.

Selling and Charging for EMG events

The EMG Association may sell items (e.g., Plant Sale, Garden Art, etc.) and/or charge for EMG events if the EMG Association is not competing with any business in the community. These are short term events and are not considered competition.

EMGs may not charge for written or orally distributed information. However, if a seminar or other event is offered, participants may be charged for refreshments, supplies, facilities, etc., incurred during the seminar or event. Selling of Drawing Tickets or Tickets to EMG Association events,

are to be designated as a donation.

EMGs may work at a sponsor-organized event, if approved by the EMG Executive Board. If the Sponsor chooses to donate to the EMG Association, a Donation Form (Appendix L) must be completed and assigned to a Budget Category.

Assets

All assets procured with EMG funds for capital improvements at the Douglas County Extension office site shall be maintained by the Association. Disposal of these assets shall be determined by the Association after consultation with the Douglas County Extension.

Assets procured with EMG funds for capital improvements to sites other than the Douglas County Extension office site shall be maintained by the Association. Capital improvements to these other sites authorized only if items purchased can be removed and returned to the Douglas County Extension Office should the site no longer be available to the Association.

Operating Reserve

The Executive Board shall be responsible for determining an appropriate Operating Reserve for the coming year at the January Board meeting. Generally, the Operating Reserve is set equal to the budget recommended by the Board at the prior November Business Meeting.

Unencumbered Funds

Unencumbered Funds are calculated at the January Executive Board meeting. The amount shall be equal to the prior year's December balance in the Primary Account (i.e., the account out of which budgeted expenses are funded) minus Operating Reserve.

Criteria and Process for Determining Board Authority Grants

BACKGROUND

In 2015, the Douglas County Extension Master Gardeners maintained a cash balance in excess of the dollars needed to fund program activities. In 2015, the cash balance exceeded two years' worth of anticipated expenses. At that time, EMG Executive Board believed that maintaining this level of a reserve was counter to our ability to fulfill our mission by limiting our ability to invest in programs. A review of best practices suggested that maintaining an Operating Reserve equal to one year of budgeted expenses was sufficient for an organization of our size. In March 2015, a task group consisting of Donna Black, Cheryl Harmon, Lisa Larsen, and Diane Oakes met to develop criteria for spending Unencumbered Funds, and a process for accessing those funds.

CRITERIA (updated 4/11/18)

1. Funds will be used to support the mission of the Extension Master Gardener program.
2. Preference will be given to requests that support more than one committee or project.
3. A Board Authority Grant will pay for items that are tangible and sustainable.
4. Generally, funds will not be allocated for capital improvements to sites other than the Extension office. Requests for improvements to other sites will be considered *only* if items purchased can be removed and returned to the Douglas County Extension Council's office should the site no longer be available to Extension Master Gardeners.
5. Applications for funding will be available beginning in February of each year. Disbursements will be made until the funding threshold is met for that year.
6. Funding will be limited to 25% of Unencumbered Funds in any given year.

Process

1. The EMG Executive Board will determine the amount for the Board Authority Grant account each year based on stated criteria at the January EMG Executive Board meeting.
2. Committee Coordinators may submit an application (Appendix N) for funding beginning February 1 of each year.
3. The EMG Executive Board will review applications meeting stated criteria and determine which project(s) will receive funding.
4. Applications for funding will be considered ongoing through the year as long as funds are available. Funding applications must be submitted by November 1 to be considered by the board, and monies spent by the end of the current fiscal year.
5. Funding requests that fall outside stated criteria must be approved by the general membership.