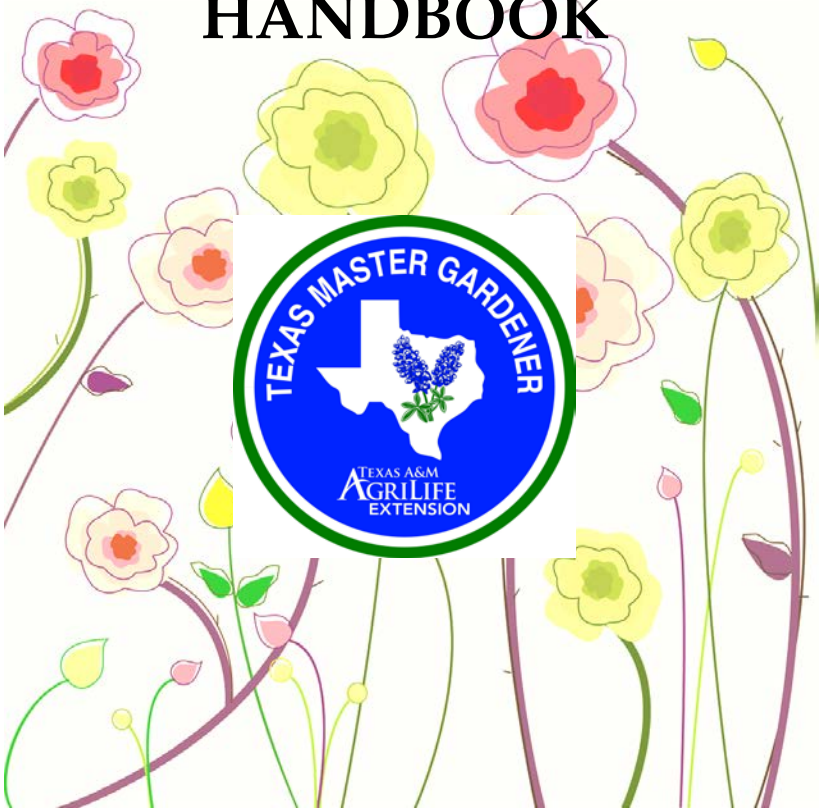


TEXAS A&M
AGRILIFE
EXTENSION

**HAMILTON COUNTY
MASTER GARDENERS
HANDBOOK**



Date Issued January 2013 by  TEXAS A&M
AGRI LIFE
EXTENSION

Extension programs of Texas A&M AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age, or national origin. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating.

Who are Texas Master Gardeners?

Master Gardeners are members of the local community who take an active interest in their lawns, trees, shrubs, flowers and gardens. They are enthusiastic, willing to learn and to help others and able to communicate with diverse groups of people.

What really sets Master Gardeners apart from other home gardeners is their special training in horticulture. In exchange for their training, persons who become Master Gardeners contribute time as volunteers, working through their Extension office to provide horticultural-related information to their communities.

Is the Master Gardener Program for Me?

To help you decide if you should apply to be a Master Gardener, ask yourself these questions:

- ☞ Do I want to learn more about the culture, maintenance of plants?
- ☞ Am I eager to participate in a practical and intense training program?
- ☞ Do I look forward to sharing my knowledge with people in my community?
- ☞ Do I have enough time to attend training and to complete the volunteer service?

If you have answered yes to these questions, the Master Gardener program could be for you. Contact your local Extension Office to see if there is a Master Gardener program in your county, not all counties have one. If there is a program, obtain an application from the Master Gardener Coordinator at the office.

Training

If accepted into the Master Gardener program in your county, you will attend a Master Gardener training course. Classes are taught by Texas A&M AgriLife Extension specialists, agents and local experts.

The program offers a minimum of 60 hours of instruction that covers topics including lawn care, ornamental trees and shrubs, insect, disease

and weed management. Soils and plant nutrition, vegetable gardening, home fruit production, garden flowers and water conservation are also topics covered.

Volunteer Commitment

In exchange for training, participants are asked to volunteer their time to their county's Texas A&M AgriLife Extension program. The type of service performed by Master Gardeners varies according to community needs and the abilities and interests of the Master Gardeners. Some Master Gardeners answer the telephone requests for information related to gardening. Others staff plant clinics or displays in shopping malls or community centers. Master Gardeners may speak to local groups and conduct workshops. They may help establish community garden projects, work with 4-H youth, or assist their agent with news or radio releases related to gardening.

Certification

Participants become certified after they have completed the training course and fulfilled their volunteer commitment.

Hamilton County Master Gardener Association

This association was formed in 2007, following the first Master Gardener class, organized by then Extension Agent Whit Weems. Since this time the Extension Agent and members have contributed hundreds of volunteer hours in educating area citizens while beautifying areas throughout Hamilton County.

2013 Hamilton County Master Gardener Officers

President: Ken Duderstadt

President Elect: Glynna Torres

Vice President: Colin Melton

Secretary: June Hivnor

Treasurer: Bonnie Chism

Volunteer Coordinator: Vicki Marwitz

Agent Advisor: Chelsea Dorward, CEA-AG/NR

2012 State Master Gardener Officers

President: Ginger Bason, Tarrant County MGA

First Vice President: Dick Coupe, Dallas County MGA

Second Vice President: Donna Hagar, Somervell County MGA

Secretary: Karen Colwick, Bell County MGA

Treasurer: Doug Richards, Hood County MGA

Master Gardener State Coordinator: Jayla Fry

Hamilton County General Information

Annual Recertification Requirements:

The number of hours required to be annually recertified or currently active Hamilton County Master Gardeners is 12 volunteer activity hours AND 6 continuing Education Hours (CEUs) for a total of 18 hours in a calendar year. A list of ongoing projects has been included in this booklet. You may work on any of these projects or on a special project, such as Spring Fling, or on a project designated during a general meeting. Monthly Hamilton County activity logs are submitted each to the agent advisor. These document a member's service to the association, class or educational projects.

Reinstatement of Membership:

A Hamilton County Master Gardener Association member who has not fulfilled their requirement will be required to pay their current dues and must obtain double the hours (in one year) to be reinstated as a member of the association.

How to Obtain a Hamilton County Master Gardener Shirt and/or Nametag:

These are purchased in bulk following the completion of a new Master Gardener class. Contact the current president for more information.

Meetings:

General membership meetings are normally held the 3rd Tuesday of each month at 5:15 pm. Location is in the historic stone Master Gardener building located at 206 East Boynton Street in Hamilton unless otherwise notified.



Ongoing Volunteer Projects

Demonstration Gardens:

Herbs	Perennials	Roses	Natives	Butterfly
Bonnie Chism	June Hivnor	Glynnna Torres	Linda Pledger	Vicki Marwitz
Candace Thompson	Bill Funderburk	Ellis Stevens		Jane Crouch
Mary Lambert				
Ken Duderstadt				

Rainwater Harvesting Presentations & Do-It-Yourself Program:

Mary Lambert

Library Garden: Candace Thompson

Hico Post Office: Glynnna Torres

Ask a Master Gardener: Linda Pledger

Hamilton/First United Methodist Church Flower Beds:

Ken Duderstadt

Welcome to City of Hamilton Signs:

Vicki Marwitz, Linda Pledger, Colin Melton, Jane Crouch

Bylaws

Hamilton County Master Gardener Association

(in support of Texas A&M AgriLife Extension Service)

Article I. Name

The name of this organization shall be the Hamilton County Master Gardener Association.

Article II. Objective

This organization shall be a non-profit, educational, literary and charitable association to support Texas A&M AgriLife Extension Service. This organization will not be affiliated with any commercial enterprises. Its objectives shall be:

- to increase knowledge of gardening for its members and the general public
- to support and assist Texas A&M AgriLife Extension by providing the community with information on good gardening practices through educational projects, including publishing news articles and other mass media, presenting at garden clubs, schools and other community groups, and responding to telephone inquiries
- to assist "Master Gardener Interns" in fulfilling their volunteer commitment
- This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code.
- *Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code of 1986 (or by the corresponding provision of any future United States Internal Revenue Law) or (b) by organization contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law)*

Article III. Membership

Section 1. Members of this organization shall be Texas Master Gardeners, certified by Texas A&M AgriLife Extension, The Texas A&M University System.

Section 2. Non-voting associate membership shall be extended to participants of the "Master Gardener Intern" in the Hamilton County Master Gardener Program. No dues will be required of associate members.

Section 3. To maintain good standing, each member must have paid the dues for the current year.

Section 4. Annual dues for the members of this organization shall be set by a vote of a majority of active members at a meeting called for this purpose, payable annually by the third monthly meeting. New memberships during the year are to be pro-rated to January.

Section 5. Associate members will be accepted into full membership upon completion of the Master Gardener Program and payment of their dues.

Section 6. Failure to attend a one half of the regular meetings of the association may result in loss of membership in the association.

Section 7. Members must maintain their certification through recertification each year to retain membership in the association. Recertification will include a number of hours of Extension training and a number of additional hours of Extension volunteer work. The minimum hours required will be set by the Texas A&M AgriLife Extension Service.

Section 8. A member may be granted a one-year leave of absence, which excuses the accumulation of no volunteer activity during that year, but he/she must pay dues for that year to remain eligible for continuing membership in the Association. (Amendment-added March 9, 2010)

Article IV. Meetings

Section 1. Meetings will be held at least quarterly. All regular or special meetings shall be announced to members by phone, mail or e-mail at least 3 days before the meeting date.

Section 2. An annual meeting shall take place in November of each year at which the officers for the following year shall be elected. At the annual meeting the members present may vote on day, time and location for meetings for the following year.

Article V. Fiscal Year

The fiscal year of this organization shall run from January 1 to December 31 of each year.

Article VI. Officers

Section 1. Officers of this organization shall be:

- President
- President-Elect
- Vice-President
- Secretary
- Treasurer

Section 2. Officers shall be nominated by the nominating committee and a slate of candidates shall be presented in October.

Section 3. Officers shall be elected by secret ballot in the regular November meeting, shall be installed at the December meeting and assume their duties upon installation.

Section 4. The President-elect shall serve for 1 year, and then succeed to the presidency for 1 year.

Section 5. Officers other than the President and President-elect may be re-elected to the same office for a second term.

Section 6. All nominees for the office must be active members in good standing.

Article VII. Duties of Officers

Section 1. The President shall

- A. Preside at all meetings of the organization
- B. Appoint a chairman of each standing committee and any special committees.
- C. Be an ex-officio member of all committees except the nominating committee.
- D. Co-Sign checks along with the Treasurer.

Section 2. The President-elect shall

- A. Assist the President
- B. Attend committee meetings at the President's request.
- C. Become the President at the expiration of the current president's term of office.

Section 3. The Vice President shall

- A. Take charge of meetings in the absence of the president.
- B. Be chairman of the bylaws committee.
- C. Be chairman of the program committee.

Section 4. The Secretary shall

- A. Take care of all necessary correspondence.
- B. Keep a current list of members' names and addresses.
- C. Be a member of the newsletter committee.
- D. Record the minutes of each meeting
- E. Read the minutes of the previous meeting.
- F. Keep a record of attendance at meetings.

Section 6. The Treasurer shall

- A. Receive all dues and monies for the association.
- B. Keep an exact account of all dues, other income, bank deposits, disbursements, and other financial matters.
- C. Authorize payment, with co-signature of the president, of all bills upon receipt of a written statement and purchase proof.

- D. Make a monthly financial report to the membership.
- E. Develop an annual budget to be approved by the Executive Committee (see Article IX, Section 1).

Article VIII. Committees

Section 1. The standing committee chair shall be appointed by the president and announced at the January meeting.

Section 2. Associate members may serve as members of committees.

Section 3. The standing committees if applicable and duties of each are:

A. Educational Enrichment Program

- 1. The Vice President shall serve as chairman.
- 2. This committee is responsible for arranging programs for monthly meetings and additional educational enrichment programs, seminars and field trips.
- 3. This committee is responsible for informing the county Extension agent when recertification programs are required.

B. Nominating

- 1. The committee will consist of a chairman and two members who are not currently serving on the executive committee.
- 2. The committee will provide a slate of candidates for offices prior to the annual meeting held in November.

C. Member Contact

- 1. The committee will consist of a chairman and at least two members.
- 2. The committee will keep a current list of members, their phone numbers, mailing address and e-mail addresses.
- 3. The committee will contact members as the need arises.

Article IX. Executive Committee

Section 1. The executive committee will consist of the president who will

serve as chairman, president-elect, vice president, secretary, treasurer, and the immediate past president who will serve as ex-officio advisor.

Section 2. A staff member of Texas A&M AgriLife Extension with horticultural duties shall serve as advisor to the executive committee.

Section 3. The executive committee will meet as necessary.

Section 4. In the event a vacancy occurs on the executive committee, such vacancy shall be filled for the remainder of the term by a person approved by a majority vote of the executive committee.

Article X. *Parliamentary Authority*

The rules contained in Robert's Rules of Order, Revised shall govern the association in all cases in which they are applicable and when not inconsistent with the bylaws of this association.

Article XI. *Voting*

Section 1. A quorum shall consist of 25% of the active members.

Section 2. Election voting shall be by secret ballot.

Article XII. *Amendments*

Section 1. These bylaws may be amended by a two-thirds vote of the membership.

Section 2. Notice of all proposed amendments to the bylaws must be presented in writing at one regular meeting and a copy mailed to members not present. Proposed amendments will be voted on at the next regular meeting.

Article XIII. *Dissolution*

Upon the dissolution of the organization, assets shall be distributed for one or more tax exempt purposes with the meaning of Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose. Any such asset not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.