

2025 Mat Su Master Gardener Association Standing Rules

Approved 11/4/2024

Annual review:

The Board shall review these standing rules annually in September for presentation to the membership at the October meeting. The proposed standing rules will be published in the October newsletter for review by group members. The membership will vote on the new standing rules at the November annual meeting.

Amendments:

These Standing Rules may be amended by a majority of members present at a regular meeting after having been presented by the Board.

Dues:

Yearly dues are \$15 for each member or \$20 for a household (more than one member in same household) membership. If dues are paid by the February meeting, the member will be listed in the membership directory (if they agree).

Expenditures:

The Board, at its discretion, can spend up to \$100 per event/activity without vote of the membership for non-budgeted expenses for workshops, projects, and supplies. There shall be maintained in the checking/savings accounts enough monies to fund the yearly budget. Reimbursed expenses are only paid from receipts submitted to the Treasurer within 45 days of expense. Any purchases must be in the approved budget or pre-approved by the Board for up to \$100.

Plant sale:

All Mat-Su Master Gardener Association members who have joined or renewed their membership AND signed up to participate in the plant sale by the May meeting can participate in the plant sale. The Association will provide the members signed up for the plant sale with yellow labels for prices and white labels for plant names at the April and May meetings.

Social Media/Website/Email Account: Minimum of three members have access to all Mat Su Master Gardener social media, website, and group email accounts.

Standing Committees:

Newsletter – The committee shall prepare the monthly newsletter and send it to the webmaster to post it online and send an email with a link to the web page. This committee will also send out emails and other notices to Association members and interested parties on various club activities and as requested by the Association. Members without email will get a newsletter mailed to them after they provide the Board with their mailing address. The deadline to submit items for the newsletter will be the 20th of each month. The July and August newsletters will be combined into one newsletter.

Rebarchek Farm – This project will be the focus of the June meeting in lieu of the Palmer Library project. The meeting will take place on the second Monday of June at the MMGA plot on the Rebarchek Farm. The committee will make recommendations and submit plans to the MMGA members for approval and participation. The committee shall buy plants or other needed supplies in accordance with the annual budget for the project. The committee will coordinate a weeding and maintenance schedule with Association members which will be published in the newsletter and website.

Colony Day Parade participation – The committee shall arrange to sign the Association up for parades if requested by the membership, and for a float to be made if so desired. The committee will coordinate workdays and a location to build the float if needed.

Palmer Veterans and Pioneers Home (PVPH) – The committee shall buy plants in accordance with the Association's budget and arrange for a planting date for the PVPH to be announced to the members. If soil in beds needs amending the committee will arrange for amendments to be donated or purchased. The committee will

coordinate a weeding schedule with Association members which will be published in the newsletter and on the website.

Plant Sale – The plant sale happens on the weekend after the Memorial Day holiday. The committee shall:

1. The Board of Directors – usually the President – will arrange for the Palmer Downtown Pavilion a year in advance.
2. Arrange for supplies and advertising.
3. Pick up and hang the Association’s plant sale signage on fences around Palmer. Pick up the large sign to hang up on the Pavilion the day of the plant sale.
4. Provide sign-up sheets for sellers at the April and May meetings.
5. Send reminders to members to save boxes for the plant sale.
6. Get the Association’s table and chairs from the CES office.
7. Oversee operation on the day of sale.
8. Tally yellow plant price labels and assist the Treasurer in tallying cash receipts.
9. Arrange with the Treasurer for checks to be written to selling members.
10. Give yellow plant labels back to selling members.
11. Set up an informational table about the Association.

State Fair - The committee shall coordinate with the State Fair Flower and Crops Department Superintendents on which division and class the Association will sponsor for each year’s Alaska State Fair. At the conclusion of the Fair, the committee chair will coordinate with the Superintendent to get the winner’s name and address for each of the prizes to be awarded. These will be forwarded to the Treasurer who will mail out checks. The Board decides how much to give for each prize. There are fourteen prizes: seven first entry winners and seven second entry winners in the following divisions/classes (total \$800 budget estimate):

Crops Department

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| • Veg Heads | Division 16, Class 01, Junior (ages 6-12), first place | \$ 50 |
| • Veg Heads | Division 16, Class 02, Junior (ages 13-17), first place | \$ 50 |
| • Veg Heads | Division 16, Class 03, Open, first place winner | \$ 50 |
| • Veg Heads | Division 16, Class 04, Classroom, Elementary only, first place | \$100 |

Flowers Department

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| • Trees & Shrubs | Division 5 Champion | \$ 50 |
| • Collections | Division 10 Champion | \$ 50 |
| • Artistic Design | Division 13, Class 4, Fair theme design, first place winner | \$ 50 |

Summer Garden Tour - The committee shall arrange for garden tour/events that may occur on dates other than monthly meeting dates, announce the dates at the meeting and submit the information for inclusion in the newsletter the month before the event. Traditionally, the summer garden tours have been in the months of July and/or August.

Webmaster - The webmaster shall keep the Mat Su Master Gardener website up to date with Association activities and information. The Planting Committee Chair will provide a summer weeding and watering schedule to the webmaster to post on the website for members to sign up.

Membership Directory - The committee shall compile, format, submit for printing and arrange to distribute the annual yearbook to members only. Deadline to join is the February 2025 meeting.

Scholarship/Grant Committee – The committee will promote the MMGA Scholarship and Grant program, review applications and present qualified applicants to the membership for funding approval.

Midsummer Garden and Art Faire – Coordinate with the Palmer Midsummer Garden and Art Faire committee. Gather volunteers to help set up and take down the booth and staff the booth throughout the Faire. This project is subject to the event happening in 2025.

Guest Speakers for January through May and September through October meetings - Coordinate to provide educational presentations for regular meetings. The speaker stipend will be \$75 for 2025. – one per meeting. If a speaker declines their stipend, the money will transfer to the board of directors' discretionary fund.

Meeting Space/Equipment/Zoom Coordinator for January through May and September through November meetings - Determine any requirements the speakers may need – i.e., computer or audio-visual equipment. Coordinate with the UAF-CES folks if audio-visual equipment is needed and/or a Zoom meeting. If Zoom meetings are being held, get the Zoom meeting information to the speaker and the newsletter editor for distribution to members well in advance of the meeting. Coordinate meeting space (if needed) for regular meetings.

If there are no volunteers to coordinate any committee, the project or committee will not be completed for 2025.