

LOS ALAMOS MASTER GARDENERS' ASSOCIATION STANDING RULES

Last revised February 2025

Revised March 2020

These rules for operational procedure are adopted (or changed, as needed) by a simple majority of the quorum membership at any meeting. Notification of proposed changes must be provided at least seven (7) days before the meeting. Any motion to change these rules cannot be introduced and voted on at the same meeting.

ARTICLE I -- Name

The name of this organization shall be Los Alamos Master Gardeners' Association (LAMG).

ARTICLE II -- Mission

The mission of this Association shall be:

- A. To promote knowledgeable, effective and safe horticultural and gardening practices in furtherance of Land Grant Universities' Cooperative Extension Programs; and
- B. To promote goodwill in our community by participating in horticultural and educational service projects.

ARTICLE III – Representation on State Extension Master Gardener (EMG) Advisory Board

In accordance with Article V of the New Mexico State University (NMSU) EMG By-Laws, LAMG shall designate a representative to participate in State Advisory Board meetings and other mandatory activities.

ARTICLE IV – Membership

- A. Any person who has successfully completed the Master Gardener Training Classes offered by the Cooperative Extension Service of New Mexico or any other state may become a member.

B. Requirements for membership in good standing:

1. Annual payment of current dues, unless waived for financial hardship by Executive Board; completion of volunteer service and continuing education hours annually as prescribed by the County Extension Agent; and a record of volunteer service and continuing education records must be maintained and reported to the Extension Office.
2. The Executive Board, with the Extension Agent's approval, may exempt an active member from the service or educational obligation upon a finding by the Board of special circumstances constituting undue hardship (see E below).
3. Any member may request that a project consistent with the principles and values of the Master Gardener Program be approved by the Extension Agent for volunteer credit.
4. A member determined to be deficient in service hours or continuing education credits at the close of a program year must make up the deficiency during the next program year in addition to meeting minimum requirements for that program year.
5. Members may use of their title "Master Gardener" only in connection with activities on behalf of this Association or the New Mexico Extension Master Gardener Program.

C. Members in good standing shall have the right to vote at any meeting.

D. No member in good standing shall be excluded from participation in any of the activities of this Association.

E. Membership Categories

1. Active: Member who has met the membership requirements as provided in Section B of Article IV. A member who is unable to complete the Active member requirements may petition the Association in writing before the end of the current calendar year, citing the special circumstances (e.g., personal health, employment, etc.) which kept them from meeting the requirements. If approved, membership will remain Active for the year in which the request was made and the member retains voting privileges.
2. Associate: Member who is incomplete in meeting the Active membership requirements and has not submitted a request for extenuating circumstances. Associate membership status is valid for one (1) subsequent year. During this time period, Associate members do not retain voting privileges. Failure to meet the Active member requirements during that time period may result in Inactivation of membership status.

3. Lifetime: Member who has retained Active member status for fifteen (15) years. Additional considerations include service in a leadership position or consistent service to the Association and accumulation of a minimum 100 volunteer hours during at least one (1) year of Active membership. Lifetime members are evaluated by the Association Officers and granted by the Association President and County Extension Agent. Members granted Lifetime member status shall remain on the current membership roster and have all the rights and privileges of an Active member. Lifetime members may be exempted from meeting the Active member requirements as permitted by the State ByLaws.
 4. Inactive: Members who have failed to meet the Active or Associate member requirements will be made Inactive. Reinstatement of membership may be requested via a written petition to the President. The Association may reinstate the petitioning member at its discretion.
- F. The Treasurer shall distill a roster of certified members based on the record of dues paid and the list provided by the County Extension Agent of members who have met their volunteer and continuing education requirements.
- G. The membership roster shall be published annually. The roster shall be distributed to members and/or posted on the LAMG website.

ARTICLE V – Continuing Education Program

Continuing educational programs for LAMG will be planned and conducted with the cooperation of the Extension Agent to enhance knowledge and skills consistent with the New Mexico Extension Master Gardener Program. Programs offered at LAMG meetings as well as seminars and workshops sponsored by the Extension Office will count toward continuing education requirements.

ARTICLE VI – Meetings

- A. Regular meetings will be held on the first Thursday of the month as needed to conduct the affairs of the Association.
- B. In the event of a temporary change in the regular meeting, it is the responsibility of the President to ensure that members receive notice at least ten (10) days prior to the rescheduled meeting.
- C. Additional meetings may be called by the Executive Board, provided members receive 10 days prior notice.

- D. A quorum shall be those voting members present at a scheduled meeting.
- E. LAMG meetings, seminars and workshops shall be open to the public.

ARTICLE VII – Officers

- A. The primary offices of this Association shall be President, Vice President, Secretary, and Treasurer. The officers shall be responsible for those duties described in the parliamentary authority and for the following:
 - 1. The President shall provide leadership in pursuing the mission of the Association and assure that Association By-Laws and Standing Rules are followed.
 - 2. The Vice President shall serve as Program Chair.
 - 3. The Secretary shall record and distribute the minutes of Association General Meetings and maintain a record of Association correspondence and primary documents.
 - 4. The Treasurer shall manage the finances of the Association and maintain the membership roster.
- B. Officers and committee chairs will be considered for renewal on a biennial basis (i.e. every 2 years).
- C. Vacancies created by resignation or other event may be filled by a majority vote at any regular meeting.
- D. All officers will serve without compensation.

ARTICLE VIII – Executive Board

- A. The Executive Board shall consist of the officers of the Association.
- B. The Executive Board will interface with external entities as follows:
 - 1. Work in tandem with the County Extension Agent;
 - 2. Provide representation on the State Advisory Board;
 - 3. Assist and sustain local initiatives unique to the Association; and

4. Promote understanding and close working relationships between State Chapter members, the County Extension Agent/Staff, the State Program Coordinator, and NMSU Specialists/Staff.

C. The Board shall supervise the affairs of the Association between regular meetings and shall have authority to conduct business on behalf of the Association.

1. The Board is subject to the orders of the Association and shall report any actions to the membership at the next meeting.

2. No Board actions shall conflict with action taken by the Association.

D. The Executive Board shall set the time and location of its meetings.

E. The Los Alamos County Extension Agent shall be an ex-officio member of the Executive Board and shall act solely in an advisory capacity.

ARTICLE IX -- Committees

A. Standing committees may include the following: Programs, Publicity, Webpage/Social Media Design/Maintenance, Membership, Scholarship and Awards, Demonstration Garden, and Annual Association Public Event.

B. Additional committees may be formed by the Executive Board.

C. Chairs shall be confirmed or appointed by the President.

D. Except where the membership approves power to act, these committees provide recommendations to the membership.

ARTICLE X – Financial Operations

A. All financial management procedures shall be in accordance with the rules and regulations of NMSU.

B. The Treasurer shall present the budget for approval by the membership at the first meeting of each calendar year.

1. The Executive Board will determine limits on allocations to designated Demonstration Garden Areas based on maintenance requirements and development needs.
 2. All non-budgeted requests must be submitted to the membership for approval and should be in keeping with the scope of the EMG Program policies and values.
 3. The annual budget may be adjusted by membership approval as circumstances dictate.
 4. Current financial holdings will be reported at each regular meeting.
- C. In the event of an emergency declared by the Executive Board and the Extension Agent, expenditures may be approved up to the unbudgeted reserve amount.
- D. Dues are paid for each calendar year in an amount consistent with NMSE EMG Bylaws.
- E. Signatories on any LAMG bank accounts will be limited to the Treasurer, President, and Los Alamos County Extension Agent.

ARTICLE XI – The Demonstration Garden

The Demonstration Garden is the primary public-education, horticultural project of the Los Alamos Master Gardeners. The Demonstration Garden is located on land owned by Los Alamos County (LAC) and is curated by LAMG through a Memorandum of Understanding between LAC and NMSU-Los Alamos Cooperative Extension Master Gardeners.

- A. The following Demonstration Garden Guiding Principles shall govern the Demonstration Garden.
1. The Los Alamos Demonstration Garden will be an educational and leisure resource for Los Alamos County by:
 - 1.1 implementing interactive, age-appropriate exhibits in the Demonstration Garden,
 - 1.2 developing and utilizing leading edge resources and research information,
 - 1.3 developing signature gardens and exhibits,
 - 1.4 providing rotating gardens and exhibits,
 - 1.5 permitting ease of access to the programs of the New Mexico State University's Cooperative Extension Service,
 - 1.6 working closely with New Mexico State University's Cooperative Extension Service Master Gardeners and the Los Alamos Parks Department,
 - 1.7 integrating sustainable practice education into the exhibits and programs, and
 - 1.8 adhering rigorously to New Mexico State University's accessibility requirements.

2. The Los Alamos Demonstration Garden will be a model of conservation and sustainable practice by:
 - 2.1 utilizing energy-and water-efficient Xeriscape techniques,
 - 2.2 adhering to the principles of climate-appropriate design (drought tolerance and winter hardiness),
 - 2.3 utilizing alternative water sources for irrigation where possible (reclaimed water, etc.), and
 - 2.4 focusing on local conditions, native plants and appropriate non-native, non-invasive ornamentals.
 3. The Los Alamos Demonstration Garden will communicate an attractive, enjoyable and memorable image by:
 - 3.1 providing relevant programs and services which respond to community needs through an ongoing community consultation process,
 - 3.2 showcasing the beauty, creativity, and diversity of horticulture by blending aesthetic, educational and functional uses harmoniously,
 - 3.3 designing attractive, low maintenance plantings appealing to all the senses,
 - 3.4 allowing citizens to make use of the facilities for special events when possible, and
 - 3.5 being of "World Class" quality.
 4. The Los Alamos Demonstration Garden will respond to the natural site by:
 - 4.1 designing the garden to blend into the site through style, color and energy efficiency,
 - 4.2 utilizing materials that are compatible with existing vegetative communities,
 - 4.3 preserving undisturbed areas and permanent plantings (including trees, shrubs and woody perennials) by minimal impacts, and
 - 4.4 implementing wildlife-friendly habitat.
- B. The Demonstration Garden Guiding Principles (Article XI.A) states the vision and purpose of the Demonstration Garden. All decisions concerning the Demonstration Garden will adhere to those Principles.
- C. The Master Plan for the Demonstration Garden is the general planning tool for specific plantings in the garden. Plantings include long-term, rotating and general areas.
1. Specific garden areas may have a "Lead" from within the LAMG membership. The Lead will oversee activity in their area and direct other team members in that specific area. The Lead will ensure their garden area is developed within the particular theme or vision as directed by the LAMG.

2. Garden areas without leads are under the direction of the President of the Master Gardeners and the Demonstration Garden Committee in consultation with the Cooperative Extension Agent.
3. Significant changes to any area must be presented at a Master Gardener meeting for consideration and acceptance before any changes are made. Such changes must be presented in a written proposal which includes a site plan sketch, projected budget and a list of example plant types.
4. Concerns about the appropriateness of any specific plant, planting, proposed plant or planting in the Demonstration Garden will be resolved by vote at a regular meeting of the LAMG.

ARTICLE XII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern this Association in all cases where they apply and are not in conflict with these Standing Rules.