

**WASHINGTON COUNTY MASTER GARDENER™ CHAPTER
STANDING RULES**

1. These Standing Rules may be changed by majority vote at a regular or special meeting of the membership without prior notice to the membership.
2. The dues will be \$25.00 each year. They are payable on or before December 15th. A portion of these dues will be remitted to the Oregon State Master Gardener Association, the amount per member, and the payment due date, as directed by that group.
3. Chapter meetings will be held monthly, except for July and August.
4. Meetings of the Executive Board will be held monthly, except for July.
5. The board can approve all budget authorizations up to the line-item limit. Any overages are considered unbudgeted expenses. The board can approve unbudgeted expenses up to and including \$2,000. For unbudgeted expenses over \$2,000 an affirmative vote of a majority of the members attending the next Chapter meeting is required. Chapter members will be informed of unbudgeted expenses approved by the board at the next chapter meeting.
6. The annual budget for the upcoming fiscal year prepared by the Treasurer with the assistance from Director #1, Business Manager Director, Director #4, Fundraising Director, Vice-President and a Member at Large, shall be submitted to the Executive Board at the September Executive Board meeting for review, comment, and approval.
7. The annual budget proposed by the Executive Board shall be submitted to the membership for review and comment at the November Chapter meeting and for approval at the December Chapter meeting.
8. A Nominating committee shall be appointed by the President on or before the August Executive Board meeting. The Committee shall submit a slate of candidates to the membership at the October chapter meeting. Balloting (elections) for positions shall be held at the November Chapter meeting.
9. The Awards and Recognition Committee under the leadership of the Director for Chapter Relations (Director #5), shall propose to the Executive Board a comprehensive Chapter award and recognition program. The program shall include, at a minimum, recognition for outstanding volunteer work on behalf of the program, (e.g., Master Gardener of the Year, Behind the Scenes and Distinguished Service Awards).
10. The President will provide the Executive Board with an annual "State of the Chapter" report at the end of each year. The report should summarize the activities and accomplishments of the Chapter in the past year and identify areas of concern and challenge.

Revised September 2, 2014