

# **YAVAPAI COUNTY MASTER GARDENER ASSOCIATION**

## **RULES AND REGULATIONS**

### **GENERAL MEETINGS**

- Meetings shall be held on the third Wednesday of each month except in July and December.
- Meetings shall begin at 6:30 PM.
- Meetings shall be held alternately in Prescott and in the Verde Valley.
- Meetings are only for MGA members (Master Gardeners and Associate Master Gardeners).

### **SPECIAL MEETINGS**

- An annual picnic and award ceremony shall be held each fall, alternating between the Prescott area and the Verde Valley area. This special meeting is also open to family and friends of MGA members..
- An Officer & Committee Meeting shall be held at the beginning of December to plan activities and events for the coming year. Meetings are generally held at the Prescott Extension Office.
- A Mid-Year Officer & Committee Chair Meeting shall be held at the end of June to discuss the progress of the prior six months. Meeting place is generally at the discretion of the President.

### **MEETING NOTICE**

- The next general meeting will be announced at the end of the previous meeting, or by email a minimum of seven days in advance of the meeting, excepting special meetings, and also in the Yavapai Gardens newsletter. A yearly meeting calendar will be distributed to the MGA at the beginning of each calendar year.

### **AGENDA AND MINUTES**

- The agenda, prior meeting minutes, volunteer project report and any additional handouts will be sent out to the MGA by email seven days prior to the meeting. Minutes will typically be issued within 14 business days after the meeting. Any new agenda material should be submitted to the President and Secretary at least 10 days prior to the meeting.

### **EXPENSE APPROVAL**

- MGA Committee expenditures that do not exceed 20% of their approved estimate do not need additional approval.
- The MGA President may approve additional expenditures up to \$50.00.
- The Executive Board may approve additional expenditures up to \$250.00
- Expenditures greater than \$250.00 must be presented to the MGA members for approval. An approval by 2/3 (two-thirds) vote of the votes cast at a meeting and/or via e-mail is required.

## **AMENDMENTS TO RULES AND REGULATIONS**

- Changes to the Rules and Regulations may be discussed and voted upon at any meeting of the MGA. They may be adopted, amended, suspended, or rescinded by a majority vote of the MGA members present.

## **ADOPTION**

- These Rules and Regulations were adopted by the MGA on November 19, 2008.
- These Rules and Regulations were amended by the MGA on September 16, 2009.