

STANDING RULES
OF THE ALASKA MASTER GARDENERS ANCHORAGE (AMGA)
Update 2: 11/10/25

I. PURPOSE

Standing Rules (SR) provide supplemental administrative procedures for the implementation of the AMGA bylaws and enhancement of operations of the AMGA.

II. ADMINISTRATION

1. Changes, additions or deletions to the Standing Rules (SR) require a simple majority of the Board of Directors (BOD) in attendance at the meeting. Standing Rules cannot conflict with AMGA Bylaws.
2. Office holders and committee chairs are responsible for fulfilling all duties of the position, as described in job and committee descriptions. Duties may be assigned, shared or redistributed to other board members and AMGA members if permissible in the bylaws and with the knowledge of the president, to insure no gaps or duplication in completion of duties.
3. The AMGA Board is elected by the membership in November and December. In January, the officers are selected by the new board of directors. After a change in the officer positions, the State of Alaska is notified by the Treasurer.
4. Updates of job and committee descriptions are the responsibility of the office holders and committee chairs. A final review and approval will be conducted by the President to ensure they are permissible under the bylaws and do not duplicate responsibilities and actions of other positions and committees.
5. Office holders and committee chairs will annually ensure timely completion of recordkeeping and annual reports summarizing actions of the office and committee actions, and placement of permanent records in the AMGA filing cabinet as outlined in the bylaws. The board president will annually certify for completeness.

6. Authorization of AMGA sponsored conferences, workshops, garden tours, field trips and other activities are at the discretion of the BoD.
7. Monetary and volunteer time commitments of the AMGA must have prior approval of the BoD.
8. Speaking on behalf of the AMGA, must have prior approval of the BoD, when it falls outside of the board position description. Taking a position on behalf of AMGA must have prior approval of the BoD.
9. The AMGA Board of directors does not have an annual signature stating conflict of interests. However, it is incumbent upon all board members to recuse themselves from voting or financial commitments that involve or might be perceived as a conflict of interest.

III. MEMBERSHIP

1. Membership information will be updated throughout the year into the membership database from membership forms, and as notified by the member. All membership forms received by December 31 will be included in the membership directory. Payments after September 1st cover the remainder of the year and the upcoming year.
2. Dues payments received electronically and by mail will be recorded, deposited and records retained by the Treasurer. Membership forms forwarded from the Treasurer or received by the Membership Database Chair will be entered into the system and retained for recordkeeping purposes by the Membership Chair. Membership payments received by the Membership Database Chair, will be sent to the Treasurer for deposit and recordkeeping.
3. Membership dues will be reviewed annually during the AMGA budget cycle to determine the appropriate amount. Members will be notified of any dues increases at least thirty days in advance of implementation..
Annual dues are \$20 and payable by December 31.

4. Members are expected to contribute 15 hours voluntary service to the community for garden related activities. This is on an honorary basis, no records are maintained or requested.

IV. MEETINGS

1. General membership meetings are held on the third Monday of the month as determined by the BoD's. .
2. Board of Directors meetings are held on the second Monday of the month at 5:30pm via zoom link: Join Zoom Meeting
<https://us06web.zoom.us/j/85817653379?pwd=9Bnz9j4MIM6cToisBR3aJbpba2thVJ.1>
Meeting ID: 858 1765 3379
Passcode: AMGA

Committee chairs are welcome to attend meetings, as are the general membership and public.

The board agenda will include the following: Call Meeting to Order and Approval of the Agenda; Review, Corrections and Approval of Previous Board Minutes; Submittal and Review of Treasurer's Report; Report from UAF/CES Horticultural Agent; Committee Reports; Unfinished Business; New Business and Other Business. Actions involving a vote of the board are determined through the bylaws and guidance of Roberts Rules of Order (RRO). However, the BoD can override RRO, with approval of the board.

Agenda items should be directed to the president at least ten days in advance of the meeting. Agendas will be sent to board and committee members about a week in advance of the meeting. Agendas will be made available at the meeting.

The president will state whether discussion and testimony will be open to committee chairs, the membership and public.

If an executive session is called, the purpose will be stated before the meeting and only board members may attend, unless others are specifically invited. At the conclusion of the executive session, the general meeting will be called back into session and report out a summary of information not of a confidential nature.

3. Standing , Special and Temporary/ Ad Hoc Committees will meet, as required, and report to the board the outcomes of their meetings.
4. Member notification of general and annual membership meetings, board meetings, planned events and programs will be publicized with timely reminders in the newsletter, email and other electronic messaging systems.

V. FINANCES

1. The Treasurer is responsible for ensuring that signatory authority at financial institutions. The Treasurer and President shall have signatory authority.
2. AMGA bank statements reconciled by the Treasurer will be reviewed monthly by the BoD's through a monthly statement and annual budget update as a check and balance to insure sound financial controls.
3. Reimbursement for reasonable out-of-pocket expenses may be submitted with verifying receipts within six months of the expense under the following conditions: Authorized as an allowable expense in the budget; and Received prior approval of the BoD and at the Treasurer's discretion; or Is limited to under \$1000 as authorized by the President or Over \$1000 as authorized by the BOD.
4. Purchase of services and equipment should be based on competitive pricing, as is practicable or is required by the BOD. Three bids should be obtained when items and services exceed \$1000.
5. All contracts, deeds, leases, mortgages, grants and other agreements of AMGA shall be reviewed by the board president and approved by resolution of the BoD, before it is executed by the Treasurer.
6. At the end of the fiscal year, the president will appoint an audit committee to review the affairs of the AMGA including financial transactions and summary of gifts and donations, as prepared by the Treasurer. The audit committee should also review any recurring charges to the club to make sure they are still valid and supporting the mission of the club.

VI - COMMITTEES

A written description of each committees' purpose and operations will be approved by the BoD and serve at their direction. The President, with concurrence of BOD, will annually appoint chairs of committees necessary to conduct the business of AMGA. The President and committee chair appoint members to the committee and serve at the pleasure of the BoD.

The committee chair will annually provide a plan and timeline of committee activities for board approval. Committees are responsible for preparing budget requests for board approval, submitting all payments with required receipts and adhering to the budget; executing responsibilities of the committee; submitting all necessary paperwork and providing timely reports to the board. Decisions of the committee that affect the membership, as a whole, are advisory and will be brought to the BoD for review and final approval before any action is taken.

Standing Committees are permanent committees necessary to the continued existence and operation of AMGA under the bylaws. They include:

Audit - Annually reviews the financial condition of AMGA and other special projects, as requested by the board

Board of Directors Nomination and Elections - Through the Recruitment and Onboarding

Committee seeks out and vets candidates from the membership for the BoD, provides information to the membership on candidates; and oversees election process

Budget - Annually review current income and expenditure patterns, and evaluate anticipated income and financial expenditures for the new fiscal year for proposed programs, which includes committee budget requests. Prepare budget for new fiscal year for BoD approval.

Bylaws and Standing Rules Review - Periodically reviews bylaws and standing rules for relevancy and consistency with the purpose and operations of AMGA

Directory – A list of club members will be published annually. Members will have the option to omit having their personal information (EM, phone, address) published.

Membership - Maintains database for current AMGA members and interfaces with other committees requiring up to date membership information

Newsletter – Through the editor, produces a newsletter that reports on the activities of AMGA, provides a calendar of gardening related events and provides

continuing education in master gardening interests

Programs and Under guidance of a Member at Large, assemble a list of educational programs for AMGA meetings and coordinates with speakers and broadcast information to newsletter and website.

Garden Tours - Under guidance of the Vice President, assembles a list of educational programs for AMGA meetings and summer garden related tours, and coordinates with speakers and garden tours hosts.

Volunteer Coordination - Recruits and maintains an information bank on volunteers, broadcasts request for volunteer needs and acceptance through emails and other electronic messaging systems

Website - Through the webmistress, provide oversight of website contractor to ensure it remains current in uploading AMGA newsletter, calendar of events and other information, as requested, and remains within budget. The committee also responds to "Ask A Master Gardener" requests for information and reviews website design for ease of use and membership interest.

Special Committees enhance the purpose and operations of AMGA and operate on a permanent basis. They include:

Advanced Master Gardeners – Develop, in conjunction with the Anchorage horticultural agent of the UAF/CES, advanced master gardener training of interest to the membership; maintain a data base of members and hours of volunteer time accumulated

Broadcast Email - Sends out pertinent email notification to the membership, including meeting notices, newsletter alerts and any other notifications of official AMGA business requested by the board

Calendar - Contacts gardening organizations and consults websites to develop and maintain an up to date calendar of gardening events for the website and in the monthly newsletter

Hospitality and Door Prizes – Recruits volunteers to provide refreshments, door prizes and helpers at monthly meeting, provide sign-in sheets at meetings, sets up room for meeting, draws and announces door prizes, cleans up room following meeting

Google Group Gardening Blog - Manages AMGA gardening blog on Google Group, including authorizing and removing members from the blog, establishing rules for the blog and removing inappropriate comments

Grants and Scholarships - Presents an annual budget for grants, Master Gardener

scholarships (in counsel with the UAF/CES Horticultural Agent) and other scholarships to the BOD; issues grant announcements and evaluates applicants;
seeks grant funds for purposes identified by the BOD

Lifetime Achievement - Annually review nominations of members, if any, against the criteria established for lifetime achievement. Recommendations from committee, if any, are forwarded to BOD for approval

Pioneer Home - Manages Pioneer Home Garden service project, including coordination with the Pioneer Home administration, developing a budget, designing and implementing a gardening plan, ordering plants; and recruiting and scheduling volunteers for planting, summer maintenance and fall clean up.

Temporary and Ad Hoc Committees are established for specific purposes with limited time considerations, such as developing and managing conferences, seminars and workshops, special projects; publicity, public relations and advertising; awards and special recognition or archival projects. Presently, this includes:

Statewide Master Gardener Conference - Develop conference theme and topics; secure a list of speakers, location and catering; seek BoD approval for theme, topics, speakers, location and catering; develop budget for BoD approval and manage budget; publicize event to vendors and gardening community; obtain vendors and donors for door prizes and Silent Auction; register conference attendees; hold conference; evaluate conference outcomes and prepare written report to the BOD.

The Standing Rules are adopted by the Alaska Master Gardeners Anchorage Board of Directors this date of November 10th, 2025.

Date:

Dawn Groth, President

Diane Peck, Secretary