

Master Gardeners Association of Payne County

Standing Rules

1. The Master Gardeners shall leave the meeting room clean and orderly after the meeting and refreshments are over.
2. There will be no promotional data or materials distributed prior to, or after the meeting that are for personal benefit unless associated with the program/meeting.
3. In the event of illness or death of a Master Gardener, the Secretary will send a card on behalf of the Association.
4. Requirements for Master Gardener Certification:
 - a) 50 hours volunteer service in the first year to achieve certification to be completed by April 30th of the year following graduation.
 - b) 25 Hours per year volunteer service and 20 hours per year continued education for Master Gardeners to be completed between May 1st and April 30th of each year.
 - c) Master Gardener program tuition fees are due upon acceptance into the Master Gardener training program.
 - d) Any Master Gardener in Training may be reclassified to Master Gardener upon completion of the classes, passing of the final exam and completion of the 50 hours of volunteer service.
 - e) Master Gardeners who do not meet requirements will be placed on Associate Master Gardener list. Associate Master Gardeners may attend meetings and participate in trips as room allows. Associate Master Gardeners may not vote, serve as officers, or as a committee chairperson, but can serve on a committee, providing the 2 (two) year limit has not been reached.
 - f) Associate Master Gardeners may re-certify by contributing the 25 hours service and 20 hours continuing education required during one Activity Year (May 1st thru April 30th).
 - g) Active Master Gardeners have first choice on all activities and trips followed by Associate Master Gardeners and then spouses.
5. Activity year runs from May 1st to April 30th.

Approved by majority this date: October 25, 2016

Master Gardeners Association of Payne County Continuing Education and Service Hours Policy

Education Hours - 20 hours per year

- 1 Payne County Extension Office classes – actual class length
- 2 Statewide Master Gardener Meetings, hours determined by organizers
- 3 International Master Gardener Meeting, actual hours in class
- 4 Educational seminars and conferences, actual program length
- 5 Oklahoma Garden Festival, actual presentation length
- 6 Horticulture (Garden) Club Meetings, actual presentation length
- 7 Relevant College Credit Courses, 3 hours continuing credit per course credit hour
- 8 Oklahoma Gardening, each new episode ½ hour credit – max 3 hours
- 9 Plant Detective Video series, each tape ½ hour credit – max 3 hours
- 10 Payne County Extension Service Videos, video length – max 3 hours
- 11 Network/cable garden programs, program length – max 3 hours/year
- 12 Horticultural Tours
- 13 Time spent researching, writing, and preparing training/educational presentations, or articles
- 14 Monthly MG Association meetings, educational portion

Service Hours – 25 hours per year

- 1 Community service projects, actual hours served (planning/installing)
- 2 Community Gardens or Churches, actual hours served
- 3 Writing articles for news article, website, etc., actual time writing
- 4 Developing educational materials for the MGs, actual time developing
- 5 Delivering educational programming, time developing and delivering
- 6 School programs, actual time
- 7 Master Gardener phone answering, actual time served
- 8 Executive Board meeting, actual length of meeting
- 9 Committee meetings, actual length of meeting
- 10 Committee activities, actual length of activity
- 11 Monthly MG Association meetings, actual length of business meeting
- 12 Additional opportunities, as determined by Executive Board and local coordinator (Horticulture Educator)

Note: Time should be recorded as actual hours served and does not include travel time.

Education requirements for Master Gardeners:

- a. 1st year students – no additional education beyond classroom education is required
- b. Re-certifying Master Gardeners - 20 hours per year

Service Hours requirements for Master Gardeners:

- a. 1st year – 50 hours to be completed by April 30th of the year following graduation
- b. Re-certifying master gardeners - 25 hours to be completed between May 1st and April 30th of each year