



The Colonial Master Gardener

November
2014

PUBLICATION OF JCC/WMASTER GARDENER ASSOCIATION &
VIRGINIA COOPERATIVE EXTENSION

THE PRESIDENT'S MESSAGE

BY SUE LIDDELL

Have you ever needed a helping hand? At our last Therapeutic Gardening session at Methodist Respite the clients were decorating pumpkins. Some were making jack-o-lanterns, some using sponges to make flowers, some sitting quietly waiting for inspiration. The director brought out some stencils. Usually we tape stencils to the surface to make it easy for the client, but one was anxious to start. Holding the stencil in one hand he started to paint. Seeing the form slip, a volunteer quickly anchored two sides. A second volunteer steadied the pumpkin and the result was a successful decoration.

I found myself the recipient of many helping hands when I fell at the George Reid Garden and dislocated my hip. Pam Woodson held me up until the ambulance came. Jim Word was my first visitor in the hospital. Through two more dislocations and a hip replacement, Becky Sutton chauffeured me to and from GR.

We give our families and friends helping hands every day, running errands, baby sitting, providing meals, helping with housework or yard work. Today I am asking for helping hands for your Master Gardener organization. We have active volunteers educating the public in many and varied programs. The programs need chairs and co-chairs. We have volunteers working to raise money to support our programs. They need publicity. In order to educate new MGs we need publicity for the class. To keep members informed we need a newsletter. The urgent need is for co-chairs for the 2016 class, a publicity chair, and a

Next Meeting:
Thursday, November 6

Speakers:
Marcia Miller and Ginger Ogren,
Physical Therapists



newsletter editor.

Without helping hands the picture on the pumpkin is smeared, I miss a year of volunteering in GR, family and friends fend for themselves, the 2016 MG class is cancelled, and no one knows what wonderful work Master Gardeners are doing, not even Master Gardeners. Let's not let that happen. Give your MG organization a helping hand.

ADMINISTRATION

BY DIANE HARE

Compliance Matters:

Thank you so much to those of you who have completed the Standards of Behavior Training and the related Standards of Behavior Form. I sincerely appreciate your considerate completion of the requested Forms.

As of this writing, we have **over one-hundred** members of our unit who have not yet completed the required Standards of Behavior Form. You read that correctly, over one-hundred members. Please be advised that these Forms are due on or before our General Meeting on November 6th.

If you do not complete a Standards of Behavior Form and submit it to me by November 6th, you will not be able to participate in any projects, until you come into compliance. Project chairs are being notified of the list of members who have not yet completed the Standards of Behavior Form.

Thank you for your kind understanding and for all that you do for our Unit & our community. I know paperwork is no fun, so let's get this done and get out in the garden, okay?!

2014
MG Board

President:
Sue Liddell

President Elect:
Debbie Griesinger

*VP
Administration:*
Diane Hare

VP Projects:
Wilma Sharp

VP Internal Ed:
Kathy Bush

Secretary:
Patsy McGrady

Treasurer:
Bob Winther

VMGA Reps:
Marilyn Riddle and
Jeanne Millin

Past President:
Margene
Hartsough

Co-op Ext Rep:
Doris Heath
564-2170

*Program Asst.,
ANR:*
Kate Robbins

The MG Board meets on the third Friday of each month, at 9:30 am, at the James City County Health and Human Services Building, on Olde Towne Road.

The Board meetings are open to all Master Gardeners, and all are encouraged to attend.

INTERNAL EDUCATION

BY KATHY BUSH

This month we will learn how to work smarter in the garden. Physical therapists, Marcia Miller and Ginger Ogren will bring us their expert advice and information as they talk to us about overuse injuries of the upper and lower extremities. Just what we hard working gardeners need! Bring your questions because there should be time for Q&A.

Upcoming field trips and opportunities

November 6-9, 2014

Virginia Museum of Fine Arts

Fine Art & Flowers
200 N. Boulevard, Richmond
Free Exhibition--Floral Designs inspired by Art
12th Annual Fine Arts & Flowers features floral interpretations of masterpieces from the permanent collection, presented by members of The Garden Club of Virginia, the Virginia Federation of Garden Clubs, and Garden Clubs of Virginia.

Open Daily, 10am-5pm
Thursday and Friday until 9 pm

www.VMFA.museum/FAF

November 15, 2014—10 AM

Freedom Park Interpretive Center

Light and Native Plants: \$5 recommended donation.
All plants need light, but how much shade can they tolerate and how much full sunlight can they bear?
Dr. Stewart Ware will enlighten us about native plants and answer our questions.

November 22, 2014— 9AM-12 PM- free

Do you like to rake leaves?? **Maymont Estate** in Richmond is hosting "One Great Morning of Raking" to remove the fallen leaves in the Japanese Garden. This is a great service project to do with children or grandchildren! Contact number if interested is 804-358-7166 ext. 310

Lewis Ginter Botanical Garden Classes

See web site for details and registration:
<http://www.lewisginter.org/index.php>

November 6—Plants for Late Fall / Early Winter

Lindenzweig covers late fall / early winter plants that are best-suited to the area including plants that can be grown as cut greens for the holidays and other occasions.

November 13—Plants for Shade and Dry Shade

Learn which plants work well in Central Virginia and how to adapt to shade and dry shade conditions. Instructor: Beth Burrell.



November 15—Orchids for Beginners

This workshop introduces the popular genera of orchids and highlights those best suited for home or greenhouse growing. Instructors: Tom Purviance and John Salventi.

November 8 & 22—Living and Non-Living Diseases of Woody Ornamentals

Learn which diseases affect woody plants, including funguses (biotic) agents and non-living (abiotic) agents that create soil and root disorders. Instructor: Joel Koci

January 17th, 2015 —10 AM

Freedom Park Interpretive Center

The Right Cut: \$5 recommended donation. JCCW Master Gardeners will discuss the basics of pruning trees and shrubs and demonstrate the proper use of pruning tools.

March 6-7, 2015

Field Trip to Philadelphia Flower Show and Longwood Gardens

We will travel by bus and stay overnight in hotel. Approximate cost \$200. Questions and sign ups (we need to know how many interested) with Nancy Cassano at travelagentnancy@aol.com. Reserve your spot with a \$100 deposit. Make check out to JCCW MG and mail or give to Kathy Bush at November meeting. **Bring Check Book!**

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NEWS FROM THE ANR OFFICE....

BY KATE ROBBINS



Hello All,

Williamsburg Home Show:

The James City County/Williamsburg Master Gardener Program has been asked to be a primary speaker at the Williamsburg Home Show March 28th and 29th 2015. The Home Show will be at William and Mary Hall from 8 a.m. to 6 p.m. on Saturday and from 8 a.m. to 6 p.m. on Sunday. "We" have been asked to provide (6) 45-minute presentations for the home gardener in periodic intervals throughout the weekend. Please contact me by November 15th if you would be willing to present your project for this event.

Parking at EOC:

For those of you who have not been to the VCE Office lately: Due to the new firehouse construction, the parking is a mess! As of October 23, 2014 there will be no more parking available between the firehouse and the EOC building. When doing business at the Extension office, parking is now available at both the Farmers Market lot across the street as well as in an overflow lot just beyond the EOC building.

Good-bye to Pete:

As many of you may have heard, Pete Sweet, who has been a motivating member of the Turf Love Unit, has decided to move on to new adventures as of the end of October. Pete's significant efforts and enthusiasm for Turf Love have made him a truly valued team member and he will be missed. Please join me in wishing him well on his new journey!

I would also like to take this time to thank you all for your efforts and constant generosity in what you give to our community! Each day that I am out and about visiting your projects, I am happy and amazed with the wonderful work that you are doing! Thank you on behalf of not only the Virginia Cooperative Extension, but as a member of the James City County Community as well!

Kindly,
Kate Robbins
Agriculture and Natural Resources Program
Assistant

TREASURER'S REMINDER

BY BOB WINTHER

Here we go again

Current year reimbursements ...

Please submit any and all requests for reimbursement for the current year (2014) by December 15. The reimbursement form is out on our website. Please affix this reimbursement form to all receipts and have the form signed by your project/committee chair. As in every other year this information is very important for our Board as they prepare the new 2015 Budget and attempt to create a balanced budget.

MGA annual dues ...

NOTE : I will be collecting dues at the November & December MGA General Meeting at a table set-up at the entrance to the meeting room. I will no longer be accepting cash so please come prepared to write a check.

MGA dues are still \$15. These monies help to support the programs of your MGA and are crucial to the well-being of our organization. Since these funds are the primary dollars which support our efforts in the greater community your timeliness of payment is appreciated. Last year all dues were not collected until well into March. Since our By-Laws state that dues are due by January 31st let us see if we can do better this year and adhere to the requirements for membership in our MGA.

Checks made out to "JCC/W Master Gardeners" with the note "Association Dues" in the memo line may be handed to me at the MG monthly meeting or sent directly to my home address.

Bob Winther - MG Treasurer
4751 Regents Park
Williamsburg, VA 23188-1798

Your prompt consideration of both these important matters is well appreciated by your MGA board.

BY-LAWS CHANGES

BY DIANE HARE

The Bylaw Committee presents the attached bylaw changes (last pages of newsletter) to the membership for their consideration. We will discuss these proposed amendments at our November General Meeting.

Respectfully submitted by Margene Hartsough and Diane C. Hare, Bylaws Committee.

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NOVEMBER BOOK REVIEWS

BY KATHY BUSH



As the gardening schedule slows down, it is a good time to catch up on what new books or old favorites are out there that can expand our knowledge and pleasure of gardening. If you find one that you would like to share with our Master Gardeners, please write a short review telling us why you liked it and what you learned. Send it to Cathy Lohwater at cathy.lohwater@cox.net. You will be helping us all grow and expand and enrich our experience so we can share with the community.

Here are two that I recently found:

Cool Flowers by Lisa Mason Ziegler. This inspiring book tells how our local (Newport News) Mrs. Ziegler became a flower farmer cutting 10,000 stems of beautiful flowers each week throughout the growing season. She shares her tips of direct sowing or transplanting hearty annuals and extending their

season. Soil blocking for planting seeds is introduced and explained. She will tell you what to plant to have a beautiful cutting garden next year. If you like flowers to bring into your home or give bouquets as gifts, this book will help you grow what you need for beautiful arrangements.

A Rich Spot of Earth - Thomas Jefferson's Revolutionary Garden at Monticello by Peter J. Hatch. If you like history and gardening you will enjoy how this book combines both of them. With beautiful pictures and well researched text, the author, who worked to develop the Monticello vegetable garden for 34 years, communicates Jefferson's passion for gardening and his penchant for experimentation with seeds and plants from around the world.

AN INVITATION FROM THE HERB SOCIETY

BY SALLY SISSEL

The Colonial Triangle Unit of the Herb Society of America invites members of the public to its November 11th meeting to be held in the fellowship hall of Our Saviour's Lutheran Church, 7479 Richmond Road. Refreshments will begin at 1:00 followed by the program at 1:30.

Our own Master Gardener, Jordan Westenhaver, will present a program on "Gardening for Wildlife". Jordan's yard is a Certified Wildlife Habitat as designated by the Virginia Department of Game and Inland Fisheries under their Habitat Partners Program.

Plan to attend this interesting program and bring your friends.



WANTED: GOURDS FOR BIRD HOUSES

BY ANGELA CINGALE

The Special Ed students enrolled in the Junior MG Program at Jamestown High School are looking for gourds to be made into bird houses which the students will embellish.

Last year, every student donated a decorated gourd to the MG Plant Sale and they were very proud of this accomplishment.

If you have any gourds, please contact Angela at arcingale@cox.net. Thank you for checking your garages, closets and with neighbors..



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E2 UPDATE

BY KARI ABBOTT



It has been amazing this fall. The environmental stewardship E2 teaches just keeps getting stronger. We got a batch of thank you letters from the fourth graders. It was amazing how much they listened, learned, and remembered our instruction from the field trip in October: Lichens are algae and fungus in a symbiotic relationship; oysters are filter feeders and help clean the water in the habitat that they live in; and plants are amazing because they make their own food. There are many more examples, but it was wonderful to get feedback that they learned so much! Future lessons will include dissecting flowers and learning botanical terminology.

November is a fun month of classes in E2. In Kindergarten, we will play "The Life of Turkey in Freedom Park." Children learn that food, water, and shelter make up a habitat. They learn about all the plants that a turkey likes to eat. It is the beginning lesson for learning that plants feed wildlife.

I thought of this first grade lesson when I was at Master Gardener College this summer. Sitting in Joseph Tychonievich's lecture on Friday, he talked about anthocyanins and carotenoids. After the lecture, Gary Streb, Cathy Hill and me, among others, were all in agreement that everything you need to know you learn in first grade. This month, first graders will learn the difference between deciduous and evergreen plants. We will expose the first graders to these science words so they hear them and know there is a reason leaves change color. They also will make leaf art, which is a great experience for them.

The teachers at Matthew Whaley requested a different lesson. In their classrooms, we start learning how important trees are, by learning what products we get from trees. Students face away from the class, and then hold a tree product necklace over their backs. They cannot see what the object is and have to ask investigative questions

to figure it out. Products include crayons made from the gums in trees, toilet paper, chopsticks, Chinese take-out food boxes, and carpet. It is amazing what products we get from trees!

In December there were be several schools going to the Millfarm Christmas Tree and Berry Farm. If you would like to volunteer for an E2 field trip this is a fun one! We are at the farm for an hour and a half. The children are there for one hour. It is an easy walk. The weather is usually quite nice; it is not too cold, and just right for walking through the evergreens. It is truly a quick and fun field trip.

The dates of the field trips are
Dec 5th Friday – JBB from 10:00-11:00
Dec 9th Tuesday – DJM 10:00-11:00
Dec 10th Wednesday – Matthew Whaley from 10:00-11:00

There are three stations the children rotate through. One is walking through the farm seeing how a farmer plants trees. At the second station, the children learn that trees need soil, water, and sun to grow, and what happens when trees grow too closely together. Yes, a hard hat and a toy chain saw are involved. Comparisons are made between natural forest and cultivated farms. Children learn the trees are a natural, renewable resource. This is the beginning of learning about sustainable forestry initiatives. The third station is a lesson to pay tribute to the owners of the farm. Both of the owners are volunteer fire fighters. A side benefit is, if you haven't picked out your Christmas tree, you are in the right place to buy a locally grown tree.

Please email bearsbaskets@cox.net if you would like to volunteer. If you would like to see the write-up of the field trip I will gladly share it with you. We have a lot of fun. Respectfully, Kari Abbott

BOTANICAL GARDEN THANKS

BY PEGGY KRAPF

The Board of Directors of the Williamsburg Botanical Garden would like to express our sincere gratitude to all of the Williamsburg/James City County Master Gardeners who volunteered their time and talents to help at our recent Fall Plant Sale.

MG volunteers included: Iris Grant (and husband Roger), Bess Hopewell, Dennis Wool, Mike Whitfield, Kendra Swann, Gary Streb, Diane Armstrong, Vince Rasper,

Jordan Westenhaver and Valerie Hillyer.

Your help was invaluable in making our event a great success. Thank you SO very much.

Sincerely,
Peggy Krapf WBG Fall Plant Sale Chair (and Master Gardener)

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CARING FOR AND SHARPENING GARDEN TOOLS

SUBMITTED BY KATHY BUSH

Now is a great time to clean up and sharpen your garden tools. They have served us well all season and now it is time to put them into good shape so when next spring comes, they will be ready for the task.

Things You'll Need

- Wire brush
- Bastard or Mill file (8 to 10 inches)
- Cloths and rags
- WD-40 oil
- linseed oil

Instructions

How to Perform Basic Garden Tool Maintenance

Clean your tools after each use. This means removing any clumps of dirt from the heads of shovels, hoes and cultivators as well as wiping and cleaning the blades of pruners and cutters.

Store your tools off the ground and in a dry place, out of the weather.

Remove any rust on a tool by first sanding it or rubbing it with a stiff wire brush, then wiping the bare metal with a light coating of oil.

Before putting your tools away for the season, give them a thorough cleaning and rub the metal parts with oil. Keep wooden handles and shafts smooth by sanding and oiling them with linseed oil.

2. How to Sharpen Shovels and Hoes

Fasten the tool in your vise or workbench, so the head is held securely.

Beginning at one side of the shovel and holding your file at a 45-degree angle to the shovelhead make a series of long strokes along one edge.

Work your way slowly into the middle of the shovelhead filing only one edge. (When sharpening a shovel or a hoe, you only need to sharpen one side). When you reach the middle, start over at the other side of the shovelhead and work your way back into the middle.

After sharpening the tool spray it with WD-40 or rub it with oil to prevent rust.

3. How to Sharpen and Clean Pruners

Take the pruners apart. (Quality pruners will have a screw



at the base of the jaws that you can remove.) Remove any sap buildup on the blades using mineral spirits and a rag.

Once the pruners are apart and cleaned up, you can sharpen the cutting blade using a kitchen knife sharpener or a whetstone.

Spread some oil on the blades to prevent any rust buildup before reassembling.

Tips and Warnings:

If your pruners or cutters have gotten wet, spray the "hinges" with WD-40 or another water replacement lubricant.

Keeping your shovels and hoes sharp will make digging much easier on both you and your tools. A sharp edge will cut right through thin roots that will stop a dull shovel.

If you want to use a more environmentally-friendly alternative to mineral spirits, orange oil (a natural product) will remove any sap buildup on pruners. Some home and hardware stores stock it.

Cold air tends to draw moisture out of wood, so it's important that you rub the wooden handles of your tools with linseed oil when putting them away for the season.

Always wear eye protection when removing rust from your tools.

From: http://www.ehow.com/how_2262697_maintain-garden-tools.html

Other websites with video and/or more tips:
<http://thriftyfun.com/Maintaining-Garden-Tools.html>
<http://hort.uwex.edu/articles/maintaining-lawn-and-garden-tools>

WILDFLOWER OF THE MONTH – NOVEMBER 2014

BY HELEN HAMILTON
JOHN CLAYTON CHAPTER,
VIRGINIA NATIVE PLANT SOCIETY

Slender Three-seeded Mercury *Acalypha gracilens*

This modest annual is also known as Shortstalk Copperleaf since the leaves are on very short petioles and the alternate leaves often turn reddish in the fall. Stems are simple or branching from base, to 2 feet tall, pubescent. Blooming from June through November, tiny flowers are clustered in the leaf axils, surrounded by bracts with margins shallowly cut into 9-15 lobes. Fruit is a small capsule with 3 seeds. The leaves of Common Three-seeded Mercury (*A. rhomboidea*) are also lance-shaped, but wider, and the petioles are somewhat longer.

Slender Three-seeded Mercury is found in dry soils of open woods, fields and meadows, from Maine to Wisconsin, south to Florida and Texas. This species and Common Three-seeded Mercury are widespread in Virginia.

The genus name comes from Greek *acklephes*, an ancient name for a kind of nettle, referring to the nettle-like appearance of the leaves; *gracilens* means “slender.”

An introduced invasive look-alike is appearing in gardens this year. Mulberry Weed (*Fatoua villosa*) was first reported in Louisiana in 1964, and has since spread throughout the southern states and western coastal states. An erect annual with papery, heart-shaped alternate leaves, the flowers are in dense clusters without true petals. Flowering from mid-summer through the fall, the seeds are abundant and explosively projected. Purchased topsoil can contain the seeds as well as horticulture and nursery stock.

The University of Delaware website (<https://extension.udel.edu/factsheet/mulberry-weed-fatoua-villosa/>) recommends discarding this plant in trash, not in compost. A thick layer of mulch should prevent seed germination as well as pre-and post-emergent herbicides.

For more information about native plants visit www.claytonvnps.org.



Photos: Three-seeded Mercury (above) and Mulberry Weed (below) taken by Helen Hamilton



ORNAMENTAL NATIVE GRASSES WALK BY HELEN HAMILTON

Saturday, November 22, 1:30-3:00 pm. A walk through the Williamsburg Botanical Garden to see common local grasses in winter condition, furnishing homes for insects and landscape interest. Other garden plants and shrubs have interesting seeds and structures over the winter. Meet at the Freedom Park Interpretive Center parking lot. Contact Helen at 757 564 4494 or helen48@cox.net for more information.

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NEWSLETTER EDITOR POSITION BY CATHY LOHWATER

I am looking for someone to take over the Newsletter Editor position. I use Microsoft Publisher and can turn over the template to you, or you can use any other software that you like. It takes me anywhere from 5 to 10 hours a week, depending on the length of the newsletter and the number of submissions. It is a flexible job that can be done on your own time over several days, and you can do it from home! I can help you with the transition. If you have any questions about the job, please contact me at cathy.lohwater@cox.net. No obligations! Thanks.

THANK YOU! FROM JEAN & BOB WINTERS

Bob and I wish to acknowledge the special honor of Emeritus status that we received at the October general meeting. We have always enjoyed our participation in this worthwhile and significant association of Master Gardeners in Williamsburg for more than ten years, and we plan to continue participation in the future. Our best wishes to all! Jean Winters



William and Mary tour
by Ruth Schultz
←

MGS IN LEARNING MODE

Patty White Jackson
Greenhouse Tour -->



Wildflower Refuge Tour with Beth Chambers



Beth Chambers Herbarium Tour

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FREE COFFEE GROUNDS FROM STARBUCKS FOR YOUR COMPOST PILE!

SUBMITTED BY KATHY BUSH

In 1995, Starbucks Coffee Company launched its Grounds for Your Garden campaign, which offers customers a complimentary five pound bag of used coffee grounds for the garden or compost pile just for the asking. Not only does the program reduce landfill waste, coffee grounds are a valuable source of nutrition for the garden.



So just how good are those coffee grounds for your garden? The folks at Sunset requested a lab analysis on Starbucks' coffee grounds from the Soil and Plant Laboratory, Inc. According to the report, the grounds provide 0.06 percent phosphorous, 0.6 percent potassium and 2.28 percent nitrogen. And if tilled into the soil at a

depth of 6 to 8 inches, the grounds will "substantially improve availabilities of phosphorous, potassium, magnesium and copper" improving the soil structure over both the long and short-term.

Important Dates

- 11/6 Monthly Meeting @ WRL
- 11/6 Standards of Behavior Form Due!!
- 11/24 Newsletter Submissions Due

SUNSHINE NOTES



The organization would like to send cards to members with difficult medical issues or who have experienced a death in the immediate family. Please provide names to the MG Secretary, Patsy McGrady, 258-1181, patsymcgrady@cox.net.

JCC/W Master Gardener Mission Statement

The purpose of the James City County/ Williamsburg Master Gardener is to learn, educate, and communicate environmentally sound horticultural practices to the community. Trained by the Virginia Cooperative Extension, Master Gardener volunteers are committed to offering information to the public through sustainable landscape management educational programs.

NEXT NEWSLETTER DEADLINE

The deadline for submissions to the December newsletter will be **Monday, November 24.**

Please send any submissions to Cathy Lohwater, newsletter editor, at cathy.lohwater@cox.net.

ABOUT THE VIRGINIA MASTER GARDENERS AND VIRGINIA COOPERATIVE EXTENSION

Virginia Master Gardeners are volunteer educators who work within their communities to encourage and promote environmentally sound horticulture practices through sustainable landscape management education and training. As an educational program of Virginia Cooperative Extension, Virginia Master Gardeners bring the resources of Virginia's land-grant universities, Virginia Tech and Virginia State University, to the people of the commonwealth.

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; Jewel E. Hairston, Administrator, 1890 Extension Program, Virginia State, Petersburg.

As amended ~~November 7, 2013~~October 21, 2014

ARTICLE I The name of this organization shall be "The James City County/Williamsburg Master Gardener Association." (Hereinafter referred to as the "Organization").

**ARTICLE II
PURPOSE**

~~The purpose of this organization shall be to promote the work of Master Gardeners (volunteer educators), in conjunction with the Virginia Cooperative Extension Program, to increase the knowledge and understanding of environmentally sound horticultural practices within the community. This organization shall also serve to provide ongoing educational opportunities for Master Gardeners themselves, and to disseminate information about community activities of interest to the membership.~~ The purpose of the Organization shall be as follows: (a) to provide education to the community in a wide range of home gardening, horticultural and sustainable landscape topics; (b) to administer the MG Program in James City County & Williamsburg in accordance with the policies set forth by Virginia Cooperative Extension (VCE); (c) to assist with VCE's Plan of Work in Williamsburg and James City County by planning, implementing and evaluating educational programs in horticulture that enhance and/or protect the environment; (d) to foster communication, education, volunteerism, and leadership development among our members.

Section 1. Said organization is organized exclusively for educational, scientific or charitable purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Section 3. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 4. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 5. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the city or county in

which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 6. ~~The organization's programs and employment are open to all, regardless of race, color, religion, sex, age, veteran status, national origin, disability, or political affiliation.~~ The organization will not discriminate on the basis of age, color, disability, gender, national origin, political affiliation, race, religion or veteran status.

ARTICLE III MEMBERSHIP AND DUES

Section 1. Membership: There are six levels of Master Gardener status.

A. Master Gardener Trainee: One who is currently in classroom training to become a Master Gardener, but has not yet taken or satisfactorily passed the final examination on course materials.

B. Master Gardener Intern: One who has completed the Master Gardener Program classroom training requirement, achieved 70% or above on final examination, and is currently fulfilling the initial internship experience of 50 hours educational efforts/work time plus an additional 20 hours working the VCE MG Help Desk

C. Master Gardener: One who has completed the full Master Gardener Program - classroom and internship - and is volunteering with VCE, fulfilling the program requirements of 20 hours of volunteer work and 8 hours of advanced training annually. Annual volunteer and training hours should be submitted monthly but must be submitted no later than January 31st of the year following the year during which hours were performed. Annual VCE Recertification Form must be submitted no later than January 31st of each current year. Failure to report required hours or Recertification Form on time may result in membership termination.

D. Specialized Master Gardener: One who has received specialized training in any of the advanced-level Master Gardener training programs and has completed the program requirements. Specialized training is available in various areas, such as Tree Steward, Water Steward, and Land Care Steward.

E. Emeritus Master Gardener: A dedicated Master Gardener who "retires" due to health reasons after 1000 hours of service. This title can only be granted when approved by the VCE Coordinator and with consensus of the Executive Board. This is a high honor status and should have limited use. This title is specifically for individuals who can no longer complete the requirements for remaining an active Master Gardener, but who wish to continue active affiliation with the program. Emeritus Master Gardeners are not required to pay dues.

F. Inactive Master Gardener. The status of Inactive Master Gardener is temporary and is available for a one or two year period upon request of the individual and approved by the VCE Coordinator and Executive Board. An application for Inactive Status may be submitted at any time. However, it must be submitted before the January 31st hours deadline, if the person has failed to complete the necessary annual hours for the previous year. An Inactive Master

Gardener pays the yearly dues, is not removed from the mailing list, and may continue to contribute to the organization. During the inactive status, the member remains a qualified Master Gardener without completing the annual program requirements. After a two-year absence, the VCE Coordinator may require the member to take some additional training before regaining active status.

Section 2. Dues: The fiscal year for the Association runs from January 1 through December 31. Dues must be paid by January 31st of each year. If an MG has extenuating circumstances, he or she must contact the MG Treasurer directly and ask for an extension to pay. ~~Any approved extension to pay will not exceed March 1st of that year.~~ Failure to pay dues on time may result in membership termination. Reinstatement will require payment of dues and a penalty as prescribed by policy.

ARTICLE IV EXECUTIVE BOARD

Section 1. The Executive Board, hereinafter the Board, shall consist of the officers of the Association and the VMGA Representative(s), and shall carry out the responsibilities of the Association. All actions and business conducted by the Board shall be by majority vote, provided a quorum of five of the officers are in attendance. The Board may invite other members to attend meetings as necessary and prudent, but these members will be non-voting.

1. The officers shall consist of a President; President Elect; Projects Vice President; Internal Education Vice President; Administration Vice President; Secretary; Treasurer; ~~VMGA State Representative(s)~~; and such other Directors as deemed necessary by the Board and appointed by the President. These officers, plus the immediate Past President (*ex officio*), and the County Extension Agent (*ex officio*) shall constitute the Executive Board.

2. The term of office shall be two years with the exception of President and President Elect, who shall serve for one year terms. To ensure Board continuity, three officers are to be elected one year and four the next. President Elect shall be elected annually. No officer shall serve more than two consecutive two year terms in the same officer position, (except that initial term of office under these amended Bylaws, dated XXXXX, may be extended by six months).

3. Officers shall be elected by the membership not later than ~~November~~June of each year and assume their duties at the ~~January~~July meeting.

Section 2. The duties of the officers shall be as follows:

1. The President shall preside at all meetings, appoint all chairs, and coordinate the work of the officers and committees of the Association. The President shall meet with the County Extension Agent at least once a month to discuss the ongoing work of the Association.

2. The President Elect shall serve in place of the President in his/her absence and assist with membership and other activities as may be deemed appropriate.

3. The Projects Vice President shall be responsible for all community educational service projects.

4. The Internal Education Vice President shall be responsible for all programs projects that further the education of master gardeners and master gardener trainees.
5. The Administration Vice President shall be responsible for all administrative projects to include membership, the newsletter, special events, awards, nominations and publicity.
6. The Secretary shall record the minutes of all meetings of the Association and the Executive Board. The Secretary shall maintain the records of the Association and turn them over to his/her successor.
7. The Treasurer shall maintain all funds of the Association, disburse any funds for official Master Gardener activities, and provide periodic reports, including an annual report to the general membership at the close of the fiscal year. The Treasurer shall turn over all records to his/her successor.
8. The State VMGA Representative(s) shall attend meetings of the Virginia Master Gardener Association and report to the Board.
8. The Immediate Past President (ex officio) shall provide support as requested.

Section 3. Duties of the Executive Board: The specific "Duties of Board Members" will be identified by the Board as is deemed prudent by them for the effective and efficient conduct of the Association's stated purpose. These duties will be reviewed and revised as necessary by each new Board, with approved revised editions appended as a supplement to these Bylaws.

ARTICLE V COMMITTEES AND VACANCIES

Section 1. Committees may be created by the President, with the approval of the Executive Board, to manage and/or conduct the responsibilities of the Association.

Section 2. Standing committees for awards and nominations shall be maintained throughout the year and special committees shall be established by the Board of Directors as they deem appropriate to conduct the business and educational activities of the Organization.

Section 3. Vacancies. Executive Board vacancies shall be filled by Presidential appointment, in consultation with the Board, to complete the expired terms of office.

Section 4. Nominating Committee shall be appointed by the Administrative Vice President with the approval of the Executive Board. The Nominating Committee shall consist of five members covering a spectrum of participants from different class years, project involvement, intern training coordinators, board experience, members of New Kent and previous nominating committee members.

ARTICLE VI SPECIAL FUNDS

~~Section 1. Sunshine Fund. As the budget will allow, upon the serious illness, hospitalization or death of a member of the JCC/W Master Gardeners or an immediate family member (generally one who resides in the same household), a contribution to an organization shall be made. The~~

~~maximum amount will be \$50. For all other acknowledgements, a card will be sent.~~ ***(this should be moved to SOP's)***

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Section ~~12~~. Special Funding Circumstances. Monies may be used by the Board to cover unforeseen and urgent unbudgeted items and opportunities that further the educational goals of the Association and/or that benefit the general membership of the Association without prior approval of the membership. ~~Total such expenditures may not exceed \$1500 per budget year.~~ Any single expenditure over \$500 shall be voted upon by the membership. The Board will provide the membership a quarterly report on unbudgeted items.

Section ~~23~~. Reserve Funds. Monies above and beyond the operating budget and that are described in Section 2 above will be considered reserve funds. Any use of these funds will be voted upon by the membership.

ARTICLE VII MEETINGS

Section 1. General membership meetings will be held monthly (with the possible exception of July) at a time and place designated by the President in consultation with the Board.

Section 2. The election of officers shall be held no later than the ~~June~~ November meeting. Prior to voting, the President shall ask for additional nominations from the floor. Prior approval must be obtained from the nominee before any person is nominated from the floor.

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Section 3. Actions or recommendations submitted to the membership shall be approved or disapproved by a majority vote of those voting members present.

Section 4. Twenty-five percent of the membership shall constitute a quorum at the general meetings.

Section 5. Special general meetings may be called by the President, a majority of the Board of Directors, or by petition of not less than twenty-five percent of the membership. Special general meetings will be held at dates, times, and places to be determined by the Board of Directors, and within thirty days of the date they are called. Notice of any special meeting shall be made to the membership at least fifteen days before the meeting and shall include a statement of the purpose for which the meeting is being called.

Section 6. Special board meetings may be called by the President or by a majority of the Board of Directors. Special board meetings will be held at dates, times, and places to be determined by the Board of Directors, and within fifteen days of the date they are called.

ARTICLE VIII AMENDMENTS AND PROCEDURES

Section 1. These bylaws may be amended at any meeting of the Association, when a quorum is present, by a two-thirds majority vote of those present. Proposed amendment(s) shall be distributed to the membership through the monthly newsletter and/or electronically no less than 45 days prior to the membership vote.

Section 2. Procedures for the conduct of all meetings will be in accordance with Robert's Rules of Order, ~~latest revision~~ current edition.

Section 3. In addition to these bylaws, full job descriptions for all board members, prepared by the Board to address the day-to-day requirements, functions, and needs of the organization, will be maintained. These operating guidelines and job descriptions may be amended at any time by a majority vote of the Executive Board. Current job descriptions and the latest **VCE Guide** are available on the Master Gardener website.

~~Section 4. ***Suggest these are all policies, and should be in our SOP's, not our by-laws***~~

- ~~1. All forms for actions requested by a member or committee of members for Board action should be posted on the W/JCC-MG website W/email of appropriate recipient. Any member should be able to find the form needed by linked index. (Copy, fill in the blanks and send should be the norm.~~
- ~~2. E-mail is considered NOTICE when sent to or from a member of the Board with confirmation of delivery from the carrier. Hard copies of NOTICE emails should be part of the Board minutes~~
- ~~3. Announcements in the monthly Newsletter are to be considered as information items, but do not constitute NOTICE, with the exception of the language proposed for Bylaw changes.~~
- ~~4.1. General email communication among members is encouraged for keeping tasks on focus, projects scheduled, eliminate the need for separate meetings, etc.~~

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Revised and approved ~~November 7, 2013~~ ????????