



The Colonial Master Gardener

April
2022

PUBLICATION OF JCC/W MASTER GARDENER ASSOCIATION &
VIRGINIA COOPERATIVE EXTENSION

THE PRESIDENT'S MESSAGE

BY DEBORAH BUSSERT

Happy Spring Master Gardeners! The Spring Equinox has come as has Daylight Savings Time. The trees are budding and early flowers are appearing. Gardening season is well underway!

The Project Fair for the 2022 training class was held on March 15 and was a great success. The Trainees had an opportunity to talk to many of the project leaders and decide which projects interested them. There was so much energy and enthusiasm in the room! Trainees signed up for many of the projects. Please be sure to welcome them to your projects and get them as involved as they want to be. I know you will.

School Programs. I just learned that Matthey's Garden, one of our long-standing school gardens, has been given the green light to get back to working with the children after two long years away. I wonder who is more excited, the gardeners, the teachers or the children? I'm hopeful that our other youth programs will also be able to get started soon. Please read the article about Matthey's Garden in this month's newsletter.

Plant Sale. The Plant Sale Committee is hard at work. Please read carefully the email sent out on March 24 by Donna Tierney with instructions on how to create plant labels for the plants you are donating. It's really easy! This system should be a game changer, allowing us to have professional looking plant labels with accurate information. By now you should be digging and potting up your excess plants, so they will look good by sale day – April 30.

Green Elephants. Also, be sure to get your Green Elephant information (with pictures) to Su Carlisle or Yvonne Forbes, so they won't have a mad scramble to get them organized right before the sale.

In Kind Donation. We have received a generous in kind donation from local video/photography company Odd Moxie. They will record the plant sale and produce a video and photographs for our use in future publicity. We are so pleased to have local support for this event. As you know, the Plant Sale is our major source of funds for our programs other than dues, so its success is very important! There will be plenty to do – I hope everyone will be involved in some way.

Picnic. Plans for the July picnic are proceeding. Anyone who is interested in helping with the planning, please see Marty Oakes who is spearheading this event. We haven't had a summer picnic in quite some time, so this will be a great way to get out and spend time together without dirty hands. As the details are set, we will let you know about the date, time, etc.

Proposed Amended Bylaws. I'm sure you all will agree with me that the members of the Communications

Next Meeting:
Thursday, April 7 at 9:00AM
Auditorium at the
Williamsburg Library
Zoom Link:
[https://virginiatech.zoom.us/
j/82455864488](https://virginiatech.zoom.us/j/82455864488)

Program:
Mycorrhizal Fungi

Speaker:
Dr. Paulette Royt



(Photo Courtesy of Elizabeth McCoy)

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PRESIDENT'S MESSAGE —CONTINUED...

2022
MGA Board

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Deborah Bussert

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Donna Tierney

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Vickie Rockwell

VP Projects:
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Marty Oakes

Associate Extension Agent:
Forrest Hobbs

Newsletter Editor:
Katherine Sokolowsky
katherinesoko@gmail.com

The MGA board meets on the third Thursday of each month at 9:30am at the Williamsburg Regional Library, Room B, on Scotland Street, Williamsburg.

Committee – Marion Guthrie, Dave Banks, Katherine Sokolowsky and many others, are doing a fantastic job with public outreach for our Association.

In recognition of the importance of the communication function, at the most recent Board meeting the Board voted to create a new position – Vice President of Communications. Also, in order to give incoming Board members more time to learn their new roles, the Board voted to hold the election of new Board members in September, rather than November. Both of these changes (and a few other minor ones) will require amending the by-laws, and *that* requires 30 days' advance notice, so I will be asking the membership to vote on these amendments at the May meeting. The proposed amended by-laws are included in the back of the April newsletter, so please take a look.

I'm so proud to be a part of this amazing organization. You do so much for so many – thank you.



(Photo Courtesy of Elizabeth McCoy)

THIS MONTH'S SPEAKER

BY BILL DICHEL, VP INTERNAL EDUCATION

Dr. Paulette Royt will be our featured speaker at the April 7 Meeting of the JCC/W Master Gardeners at the Main Library Auditorium at 9:00 AM. Dr. Royt will speak on Mycorrhizal Fungi. Mycorrhizal fungi form a symbiotic association with a green plant, helping both the fungus and the plant to thrive and flourish. The plant makes organic molecules such as sugars by photosynthesis and supplies them to the fungus, and in turn, the fungus supplies to the plant water and mineral nutrients, phosphorus for example, taken from the soil. Some plants are totally dependent on their relationships with the mycorrhizal fungi for their continued existence. It is estimated that about 80% of plants have some dependence on these relationships with their fungal partners. Who knew!

You'll want to know more about this as gardeners and as people closely in tune with nature. Dr. Royt brings great knowledge to our stage. She has a Ph.D. in Microbiology from the University of Maryland. She subsequently was a Fellow at the National Institutes of Health in Bethesda, Maryland. She was on the faculty at George Mason University in the Biology Department for 35 years. She is now retired from academia but she remains very active. She is a Master Gardener with Green Spring Gardens in Fairfax County. She gave an outstanding presentation on Mycorrhizal Fungi at the International Master Gardener Meeting in 2021.

She will be in Williamsburg speaking to us live in the Library. We will be offering the meeting by Zoom. We will also record the meeting and plan to make it available via our website in the future as well.

Zoom Link: <https://virginiatech.zoom.us/j/82455864488>

Don't forget to check out our Facebook page at [facebook.com, VCEMasterGardeners](https://www.facebook.com/VCEMasterGardeners) where Judy Kinshaw-Ellis keeps us up-to-date on popular gardening events and methods. Also don't miss this month's website, jccwmg.org, which features Jim Easton's nature photography and a story on "Signs of Spring." Plus, there's a sign-up for Landscape Love and the opportunity to shop "Logo Gear", with our new logo!

To get to our VCE James City County/Williamsburg Master Gardener homepage quickly, click on <http://jccwmg.org/wordpress/>

The Colonial Master Gardener April 2022

PLANT SALE 2022

BY DONNA TIERNEY, PROJECT LEAD

MGA Plant Sale, April 30, Williamsburg Botanical Garden 9AM–3PM

It's less than 30 days before our sale! NOW is the time to get your propagation going, input your inventory information, order your plant tags, and donate those Green Elephants and books.

Critical Dates for Your Calendar:

Deliver Green Elephants to Su Carlile (Apr 1-27) and to Katherine Sokolowsky (April 23-27)

Enter Initial Inventory Data by April 6 and Get Tags April 7 at MG Meeting

Last day to Enter Inventory data and request tags is April 19

Last day to Donate Books is April 19

Plant Intake Day is April 28. A schedule will be developed for dropping off plants

Donating “Green Elephants”: Ensure that all donations are in good condition and clean. Team will not accept broken or dirty items. If you are donating power tools, be sure they are in working order. There is no electricity at WBG for testing power tools. If tool donations are battery operated, ensure there is a working battery included.

1. **Individually photograph and inventory all items** that you want to donate. (Note: if you have multiple similar items—like three identical pots, rakes, or hoes—you can group them in one photo.)
2. **Email or mail inventory information and photos** to either Yvonne Forbes istclas@msn.com, PO Box 6408 Williamsburg, VA 23188 or Su Carlile gcarlile73@aol.com, 3724 Mesa River Williamsburg, VA 23188
3. **Donation Drop Off between Apr 1-27** to Su Carlile (703) 434-2098 (gcarlile73@aol.com) at 3724 Mesa River Williamsburg, VA 23188
4. **Additional Drop Location April 23-27 only** to Katherine Sokolowsky (757) 208-0409, (katherinesoko@gmail.com) at 100 Archers Court Williamsburg, VA 23185. **Be sure to coordinate drop offs with Su or Katherine** to ensure they are home when you arrive.
5. **The last day to drop off items is April 27.** Please don't wait until the last minute to deliver items.
6. **Book Donations** contact Pat Cowan (757) 291-6020. **Last day to donate is April 19.**

Automated Labeling System: We have implemented the inventory and tag system, and instructions for using it were sent out via email on March 24. Please input as much inventory information as you can into the system NOW and generate your tags. We will be delivering all tags ordered by April 6 at the April 7 MG Meeting. ALL INVENTORY INFORMATION MUST BE ENTERED BY April 19. THANK YOU to David Banks for working very hard to stand up this system which will benefit all of us and provide more accurate plant information to our customers! Note: To prevent delays in inventory and tag generation, enter the information for what you think you will donate. You can also add more later, and we can always make inventory adjustments on intake day.

Volunteer Opportunities: A volunteer opportunities list for Plant Intake/Pricing (**Apr 28**); Sale Set-Up (**April 29**), and Sale Day (**April 30**) is being created in Sign Up Genius. It will be deployed by email. We will also be working with our Education Team to recruit our newest MG interns to participate in this year's sale. We need TRUCKS, large SUVs, and LOTS of wagons/carts. Team leaders will be training their volunteers so that they are prepared for whatever role they will take on.

*****Sale Day April 30 Parking for Volunteers:

Because parking is limited at WBG, all volunteers (MGs+others) will be asked to park off-site at D.J. Montague Elementary School - 5380 Centerville Road. This is about .5 mile south of the entrance to Freedom Park on the lefthand side of Centerville Rd. Please bring everything you will need for your shift with you. We will set up a shuttle service at the school to get volunteers moved to and from WBG. More details to follow.

If you have a van or large SUV and would like to help shuttle, please contact Katherine Sokolowsky katherinesoko@gmail.com

More Information Forthcoming: A map of the Plant Sale layout, plant delivery instructions, and other details will be provided in upcoming email blasts. Thanks in advance to all of you who are helping already or will help to make this event a great success.

MATTEY'S GARDEN

BY LOUANN MARTIN, PROJECT LEAD

It's been two years and two weeks since the Master Gardeners enjoyed in-person classes with the children of Matthew Whaley Elementary School outside Colonial Williamsburg in that magical place we call Matthey's Garden.

This is an opportunity which provides students with hands-on experience that is special to school gardens. These children watch plants grow, and through the senses of taste, smell and touch "commune with nature".

School Gardens also touch all phases of education: Math (how many seeds, spacing, how deep, how long is that worm), Science (learning the parts of the plant, which part do we eat, how does each plant grow, etc), History (growing plants which the Colonists and early settlers also grew and their uses), Reading/Literature (reading a gardening book and planting the theme plant of the story). Of course, let's not forget exercise and fresh air. We have seen children who struggle sitting at a desk all day 'blossom' when in the garden!

The Master Gardeners are fortunate to be allowed to work in the garden over the past two years. It provided us with the opportunity for sense of purpose, comradery (with social distancing) and exercise. We continued planting, keeping to the original schedule when the children were involved so that they can still enjoy the garden. Classes were still able to visit the garden for various projects with their teachers.

The next scheduled classes:

- 1st grade: Friday, April 15 (3 classes: 11:25-11:55; 1:20-1:35; 3:35-4:00). This includes an opportunity for garden maintenance in between classes.
- Kindergarten: Friday, April 22 (3:00PM – 4:00PM)
- 1st grade: Friday, May 20 (3 classes: 11:25-11:55; 1:20-1:35; 3:35-4:00)

2024 marks the 25th anniversary for Matthey's Garden. We look forward to celebrating this milestone with the school, original designers, Master Gardeners and community. More details will be provided as available. We are still in search of two co-chairs for the garden. If you have any questions, please contact Louann Martin (lkmartin2011@gmail.com).

If you are in the Colonial Williamsburg area, please stop by to see and enjoy the garden. The address is 301 Scotland Street, Williamsburg which is two blocks north of Merchant Square and between Nassau and N. Henry Street. We would love to see you there!

JAMESTOWN SETTLEMENT CAFÉ GARDEN BY JUDY KINSHAW ELLIS, MG AND TREE STEWARD

In the fall of 2021, the JCC/W Master Gardeners were invited by the Jamestown Settlement to design and install a native plant demonstration and herb garden just outside the visitors' center cafe. After meeting with Jamestown management, touring the site, and developing a project proposal, a team was formed to get the project going.

In January 2022, team leads Angela Cingale and Judy Kinshaw-Ellis met with Bain Schultz, the grounds department supervisor for both Jamestown and Yorktown, to get an idea of her vision for the project. They also toured the garden and determined what plants could be retained.

The raised bed garden had been designed and planted about 20 years ago for an anniversary celebration, but through the years, it had become overgrown. In addition to some of the original plantings, which had outgrown their space, volunteers were thriving. The new demonstration garden will include a wide range of native plants and non-native herbs that will be used in the cafe. The demonstration garden will serve two purposes. It will allow the Settlement to try different natives to determine what plants could be added to different areas of the living history museum, and it will show visitors how they might include native plants in their yards.

After determining what the goals were for the garden, the next step was to clean out the garden and add

Continued on the next page, page 5

JAMESTOWN SETTLEMENT —CONTINUED...

amended soil to fill it in. Jamestown staff took out the larger shrubs and trees, and the Master Gardener team came in and removed weeds, herbs, and perennials and pruned some of the existing plants. In March, the MG team developed a list of native plants drawn partially from a researched list of how Native Americans used plants.

Currently, the garden is in the design stage. In the next few weeks, design should be completed and plants purchased. The team will then install plants and add tags that provide educational information for school groups and other visitors. MGs will maintain it through the growing season.



(Photo Courtesy of Angela Cingale)



(Photo Courtesy of Judy Kinshaw)

PERENNIAL PLANT OF THE YEAR

BY DEBORAH BUSSERT, PRESIDENT

Here is the next installment of my ongoing series of articles about the Perennial Plants of the Year and our experiences with them at the Williamsburg Botanical Garden.

1991: *Heuchera micrantha* var. *diversifolia* 'Palace Purple'

Heuchera 'Palace Purple' was one of the first purple-leaved coral bells to become widely available commercially. Hardy in Zones 4 – 9, in our climate it does best in rich, well-drained soil with plenty of organic matter in partial shade. Like all heucheras, 'Palace Purple' forms shallow-rooted clumps of maple- or ivy-like leaves that are deep purple above and beet-red beneath. In our hot summers, the foliage color typically fades to a brownish-green. The plant will quickly develop a woody base and should be divided every few years in the spring. In early summer it produces wiry dark red stems with tiny pinkish-white flowers that are not particularly showy. Many gardeners remove the flower stems and use the plant purely for its colorful foliage. It has no serious insect or disease problems, but rabbits and occasionally deer can heavily browse the leaves. 'Palace Purple' is useful in rock gardens, as edging plants in perennial borders and in woodland or shade gardens. It can also be massed to form a ground cover. Our experience at the WBG has been mixed with this plant as with other *Heuchera*s. They don't seem to thrive, and require periodic replacement.



Heuchera 'Palace Purple'
(Photo Courtesy of Deb Bussert)

TALES FROM THE HELP DESK

BY PATSY MCGRADY

Q. My crape myrtles have splits on the bark. What is going on?

A. Your crape myrtles appear to have sunscald. Crape myrtles are considered a relatively problem-free tree. The Clemson Cooperative Extension website cites the most common problems as powdery mildew, *Cercospora* leaf spot, aphids, Japanese beetles, sooty mold, and the recently recognized crape myrtle bark scale. Clearly, the photo of your tree shows no indications of any of these diseases and insects. Your tree likely has sunscald. While sunscald typically occurs in trees with thin bark; crape myrtle is not one of the most common types of trees where sunscald is frequently observed. However, it can occur in crape myrtles. Tree Call had a client a few years ago whose crape myrtle had sunscald.



(Photo Courtesy of Patsy McGrady)

Sunscald can occur from either winter or summer sun. A common cause of sunscald is light reflected off snow, but it can be caused by direct sunlight. Per University of Connecticut Home and Garden Education Center Fact Sheet, sunscald can also occur “when a tree’s canopy has been overly pruned or another shade-providing tree or man-made structure has been removed.” Symptoms do not show up until later, such as the following summer.

Trees go dormant in winter, but growth can be reactivated by warm weather or the warmth of the sun reflected off the snow. Once active, the cells are not able to return to dormancy by nightfall. At night, temperature falls to levels that kill the active cells. This damages the outer layer of the tree’s trunk and causes lesions or damaged spots which then provide an opportunity for microorganisms (fungi, bacteria) or insects to enter the tree. Sunscald most frequently occurs on the southwest side of the tree trunk. Sunscald occurring in summer is caused by excessive heat reaching a particular area of the tree and killing the cells.

Our Master Gardeners in Action! Planning for 2022!



Annual meeting for Water Wise Demonstration Garden to identified major objectives for 2022 and priority work tasks for the next two months.

(Photo courtesy of Kay Clapp)

THIS AND THAT

Resourceful Gardening with Seed Bombs

Seed bombs, also known as earth balls or seed balls, have roots in classical Egyptian agricultural practices. The method may have been widespread in the ancient world as an efficient way to sow large amounts of seed quickly and in challenging circumstances. Gardeners, farmers, and restoration ecologists have employed this method of sowing seeds when the need was great and the resources, few.

A seed bomb is made with clay or paper, compost, and seeds. Some combination of seeds is wrapped in compost, and then covered with either clay, or *papier-mache*. Seed bombs can be tailored to many different purposes and environments, and may be made with native tree seeds, wildflower seeds, vegetable and herb seeds, or grain.

Seed bombs containing seeds for native perennials, including *Echinacea*, *Hibiscus* and *Salvia*, will be available for visitors at the April 23 Arbor Day event at the Williamsburg Botanical Garden.

[Read more about the many uses of seed bombs and how they are made](#) on the MGA website blog.

– Elizabeth McCoy, MG and Tree Steward

Hello from the Williamsburg Botanical Garden and Freedom Park Arboretum

No fooling... we've been busy in the Garden!

March couldn't seem to make up its mind. Lion or Lamb? Some days we saw both characteristics within just a few hours. Our hardy volunteers started working in January on some major improvement projects. The WBG-FPA is truly grateful for their hours of hard work. April is the kick-off for the busy season for all gardeners and WBG-FPA has a full line up of events:

April 23 - 10:30AM Earth Day/Arbor Day Tree Planting

April 23 - The Honor Box Plant Sale opens and runs through May 31

April 30 - 9AM to 3PM: Master Gardeners Plant Sale in the Garden

May 14 - 9AM to 3PM: John Clayton Chapter of the Virginia Native Plant Society Plant Sale in the Garden

May 21 - 10:30 am: Learn & Grow programming returns to in-person seminars with our own MG Peggy Krapf, VSLD Certified Landscape Designer, who will speak on how to garden with native plants and still keep your neighbors *and* the HOA happy.

Details are on our website Events page. (Link to: <https://williamsburgbotanicalgarden.org/upcoming-events/>)

For updates and more info, make sure you are on our eNews list by signing up at www.bit.ly/wbgnews.

During April and May, we will also focus on fundraising and membership drives to fund the Garden's projects. If you use social media, please like the NEW WBG-FPA Facebook Page at <https://www.facebook.com/WBGFPA> and follow us on Instagram at https://www.instagram.com/wbg_fpa/.

– Judith Alberts, Board Chair, Williamsburg Botanical Garden



(Photo Courtesy of Elizabeth McCoy)

THINKING OF OUR MEMBERS

The organization sends cards to members with difficult medical issues or who have experienced a death in the immediate family.

We also acknowledge achievements/ milestones and donations made to the association.

If you know any member who should receive a card, please contact our secretary, Dot Finnegan, at definn@widomaker.com

NEXT NEWSLETTER DEADLINE

The deadline for submissions to the May 2022 newsletter will be Wednesday, April 27.

Please send any submissions to Katherine Sokolowsky, newsletter editor, at katherinesoko@gmail.com

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.



ABOUT THE VIRGINIA MASTER GARDENERS AND VIRGINIA COOPERATIVE EXTENSION

Virginia Cooperative Extension is a partnership of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and local governments. Its programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, military status, or any other basis protected by law.



James City County
Williamsburg
Master Gardeners

PLANT SALE

SAT • APRIL 30 • 9am - 3pm

RAIN or SHINE at the
Williamsburg Botanical Garden inside Freedom Park
5537 Centerville Road, Williamsburg

ANNUALS, PERENNIALS, HERBS, VEGGIES, TREES, SHRUBS
On-Site Help Desk to Answer Your Gardening Questions
GARDEN TREASURES at the GREEN ELEPHANT SALE



Virginia Cooperative Extension

Virginia Tech • Virginia State University

Virginia Cooperative Extension is a partnership of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and local governments. Its programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, military status, or any other basis protected by law. If you are a person with a disability and desire assistance or accommodation, please notify Sandra Kee, James City County Unit at 757-564-2170/(TDD*) during business hours of 8:00 a.m. and 4:30 p.m.

*TDD number is (800) 828-1120.



With cooperation from the
Williamsburg Botanical Garden
and James City County Parks





Clean County Commission

**2nd
Annual**

PLANT-A-TREE CEREMONY



**COME CELEBRATE
EARTH & ARBOR DAY!**

"Plants with a Purpose" Plant Sale 

SATURDAY APRIL 23 2022

10:30 AM

**WILLIAMSBURG BOTANICAL GARDEN
AND FREEDOM PARK ARBORETUM
5537 CENTERVILLE ROAD**



**Ceremony at
Free Black Settlement**





Clean County Commission

44th Annual County-Wide

Spring Cleanup

Saturday April 9 2022

7 a.m. - 4 p.m

**Registered groups may dispose of collected
litter for free at 1204 Jolly Pond Road**

No household trash or hazardous materials will be accepted



To register call 757-565-0032 or visit
<https://www.jamescitycountyva.gov/3512/Spring-Cleanup>

James City County/Williamsburg Master Gardener Association Bylaws

ARTICLE I: Name

The name of this Association shall be “The James City County/Williamsburg Master Gardener Association (JCC/W MGA), hereinafter referred to as the Association.

ARTICLE II: Purpose

Section 1. The purpose of the Association 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 Virginia Cooperative Extension (VCE) Master Gardener Program in James City County and the City of Williamsburg in accordance with the policies set forth by VCE, (residents of Charles City, New Kent, and York Counties may attend master gardener training provided by the JCC/W MGA and may participate in the Association and related projects);
- c. to assist with VCE’s goals and objectives in James City County and Williamsburg by planning, implementing and evaluating educational programs in horticulture that enhance or protect the environment; and
- d. to foster communication, education, volunteerism, and leadership development among our members.

Section 2. The Association is organized exclusively for educational, scientific or charitable purposes. In performance of this mission, the Association is authorized to make charitable monetary 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 3. No part of the net earnings of the Association shall be used for the personal benefit of, or be distributed to, its members, trustees, officers, or other private persons. However, the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes defined in Section 1 above.

Section 4. No substantial part of the Association’s activities shall be devoted to attempting to influence legislation. The Association shall not participate in or intervene in any political campaign on behalf of or in opposition to any candidate for public office. Publishing or distributing statements relating to a political campaign is prohibited.

Section 5. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be conducted (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 6. Upon the dissolution of the Association, 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 Association 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 7. Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. [Per VCE EEO Policy Statement].

ARTICLE III: Membership and Dues

Section 1. Categories of Membership:

- a. VCE Master Gardener Trainee
- b. VCE Master Gardener Intern
- c. VCE Master Gardener
- d. Advanced Master Gardener
- e. Emeritus Master Gardener

Section 2. Dues: The Association's fiscal year begins January 1 and ends December 31. Dues must be paid by January 31 of any given year. Reasonable extensions of time to pay dues may be granted to individual Master Gardeners upon request and demonstration of extenuating circumstances, in the sole discretion of the Board of Directors of the Association, hereinafter referred to as the Board. Failure to pay dues in a timely manner will result in termination of membership in the Association. If membership in the Association has been terminated for nonpayment of dues, membership may be reinstated in the sole discretion of the Board upon full payment of dues.

Section 3. Special Assessments: When the financial needs of the Association require, the Board may request that the members of the Association pay a special assessment in an amount to be determined by the Board. Payment of such special assessment shall be purely voluntary and a person's continuing membership in the Association shall not be affected by non-payment.

ARTICLE IV: Board of Directors

Section 1. The Board of Directors shall consist of the officers of the Association 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 is in attendance. The Board may invite other members to attend meetings as necessary and prudent, but these members will be non-voting.

a. The officers shall consist of a President, Past President, President Elect, Vice President for Projects, Vice President for Internal Education, Vice President for Administration, **Vice President for Communications**, Secretary, Treasurer, and VMGA Representative. These officers and the County Extension Agent shall constitute the Board of Directors.

b. Each officer's term of service shall be two years with the exception of President, Past President and President Elect, who shall each serve for one-year terms. A President Elect shall be elected annually and assumes the office as President in the following year, and the office of Past President the year after that. To ensure Board continuity, three of the remaining six officer positions are to be elected each year. No officer shall serve more than two consecutive two-year terms in the same officer position.

c. Officers shall be elected by the membership not later than **September** of each year and assume their duties at the January meeting. A VMGA Representative Alternate shall be appointed by President with the approval of the Board.

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

a. **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.

b. **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.

c. **The Vice President for Projects** shall provide oversight for all community educational service projects.

d. **The Vice President for Internal Education** shall be responsible for all programs that further the education of master gardeners and shall be the liaison between the Master Gardener Training Committee and the Board

e. **The Vice President for Administration** shall be responsible for all administrative projects to include membership, awards, and nominations. [delete **and shall be the liaison between the Communications Committee and the Board.**]

f. **The Vice President for Communications** shall be responsible for communications within the Association as well as between the Association and the public, including developing and directing marketing and public relations, recruiting and directing the communications team and working with the press.

g. **The Secretary** shall record the minutes of all meetings of the Association and the Board. The Secretary shall maintain the records of the Association and turn them over to his/her successor.

h. **The Treasurer** shall maintain all funds of the Association, disburse any funds for official 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.

i. **The VMGA Representative** shall attend meetings of the Virginia Master Gardener Association and report to the Board. In the absence of the Representative, the Alternate shall assume these responsibilities.

j. **The Past President** shall provide support **to the officers and the Extension Agent** as requested.

Section 3. Duties of the Board: 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 Board, to manage and/or conduct the responsibilities of the Association.

Section 2. Standing committees and special committees shall be established by the Board as they deem appropriate to conduct the business and educational activities of the Association.

Section 3. Vacancies. Board vacancies shall be filled by Presidential appointment, in consultation with the Board, to complete the remainder of the two-year term of office.

Section 4. Nominating Committee shall be appointed **annually no later than July 15** by the Vice President for Administration with the approval of the Board.

ARTICLE VI: Special Funds

Section 1. 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. 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 2. Reserve Funds. Monies above and beyond the operating budget 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 **September** 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.

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. Quorum Twenty-five percent of the active 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, 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, and within 30 days of the date they are called. Notice of any special meeting shall be made to the membership at least 15 days before the meeting and shall include a statement of the purpose for which the meeting is being called.

Section 6. Board meetings will be held monthly at a time and place designated by the President in consultation with the Board. A majority of the members of the Board shall constitute a quorum at the Board meetings. Decisions by the Board shall be made by a majority of the Board members present at the meeting. With the consent of a majority of the Board, in between the regular Board meetings decisions may also be made via email.

Section 7. Special Board meetings may be called by the President or by a majority of the Board. Special Board meetings will be held at dates, times, and places to be determined by the Board, and within seven 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 30 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, 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 Association, will be maintained as part of the Association Operating Procedures. Operating Procedures to include job descriptions may be amended at any time by a majority vote of the Board. Bylaws and Operating Procedures will be available via a website accessible to JCC/W MGA members.