

BY-LAWS
BARRON COUNTY MASTER GARDENER ASSOCIATION

Article I

Name: This organization shall be known as the Barron County Master Gardeners Association.

Address: BCMGA
Barron County Extension Office
335 E. Monroe Avenue, Room 2206
Barron, WI 54812

Article II

Purpose: The goal of this organization shall be to encourage, foster, support, and promote horticulture for all Master Gardeners and residents of Barron County and to promote the UW-Extension from which we are founded.

Article III

Membership: Membership in this association will be in compliance with the guidelines set by the Wisconsin Master Gardeners Association and University of Wisconsin-Extension.

Section 1: Voting Members

- a. **Certified Master Gardeners** - those persons certified by UW-Extension who are in good standing. Good standing is accomplished by completing the yearly training and service requirements by UW-Extension for maintenance of certification as a Master Gardener as determined by the member's local association or county.
- b. **Intern Master Gardeners** - those persons who have completed the UW-Extension Master Gardener Training Program but have not satisfied the service requirement for certification.

Section 2: Non-Voting Members

- a. **Inactive Master Gardeners** - those persons who have been active Master Gardeners but who have not accomplished the yearly training and service required by UW-Extension as determined by the member's local association or county. Voting rights are suspended until UW-Extension requirements for recertification have been completed.
- **Student Master Gardeners** - those persons currently taking MG training but who have not completed the Training Program.
 - Must work with a Certified or Intern MG on any MG project
 - Must not represent themselves as a UW-Extension MG or give advice representing UW-Extension until they become Intern MGs.

- c. **Associates** - those persons who join during the period when MG training is not available but plan to comply with the standards set for Certified Master Gardeners at the next available training opportunity. An Associate member:
 - Must work with a Certified or Intern MG on any MG project.
 - Must not represent themselves as a UW-Extension MG or give advice representing UW-Extension until they become Intern MGs.
- d. **Friends of Master Gardeners** - those persons who wish to support the association from industry, business or the community but who do not plan to take MG training. Friends also include persons who take the MG training for a higher fee with the understanding that there will be no volunteer service hours required.

Section 3: Membership and Dues

- a. Membership begins immediately upon payment of annual dues and terminates with non-renewal of annual dues.

Section 4: Membership Status Record

- a. A detailed membership status on all members shall be kept by the Secretary. This record shall include, but not be limited to, name, date of certification, record of dues payment, service and educational requirements, and date of inactivity.

Article IV

Volunteers and Volunteer Activities:

Under UW-Extension guidelines, volunteers will share their expertise with their community: both formally, with youth and other groups; and informally, with acquaintances, friends, and relatives. Master Gardeners must meet their volunteer and continuing education requirements to remain certified.

Each individual is responsible for their participation records and to turn them in for proper credit.

Some volunteer activities could include:

- (A) Extension demonstrations and community gardens
- (B) Extension office work
- (C) Public libraries displays, etc.
- (D) Public gardens
- (E) Horticultural workshops and talks
- (F) Answering telephone inquiries for gardening information
- (G) Writing newspaper and newsletter gardening articles
- (H) Initiating or conducting horticultural projects
- (I) Working with other community service organizations

Article V

Elected Officers:

Section 1 – Officers

The officers shall consist of President, Vice President, Secretary and Treasurer. The President, Vice President, and Secretary shall be elected by the membership and the length of each officer's term will be for two years. No individual may be elected for more than two consecutive two year terms.

The Treasurer shall be appointed by the Board of Directors annually to serve a one year term. There shall be no limit to the number of consecutive terms the Treasurer may serve.

Section 2 - President

It shall be the duty of the President to keep order and preside at all meetings of this association.

Section 3 - Vice President

In the absence or disability of the President, the Vice President shall perform the duties of the President. The Vice President's duties also include greeting new members and coordinating courtesy correspondence.

Section 4 - Secretary

The Secretary shall record and keep minutes of all proceedings, publish the minutes from the previous meeting, make them available for the newsletter, and have them approved at the next monthly meeting.

The Secretary will keep a detailed membership status record.

Section 5 - Treasurer

The Treasurer shall receive and safely keep all funds of the association and pay out of the same on the order of the board and/or President. The Treasurer shall make reports at each regular meeting of receipts and disbursements.

Section 6 – Directors

The members of the Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Past President and three directors.

Each director shall be elected for a three year term. No Director shall serve more than two consecutive three year terms. Fulfilling an incomplete term is not considered part of the term limit. Directors shall serve staggered terms with one director elected each year.

Honorary Positions:

Section 1 - Librarian/Historian

The Librarian/Historian shall keep a scrapbook that would document the Master Gardener Association: projects, programs, activities, get-togethers, parties, media coverage, and any other material that would be pertinent to the association.

Section 2 - Advisor

The Advisor will answer questions, retrieve information, and facilitate projects and programs of the Master Gardener Association through UW-Extension.

Section 3 - Records Keeper - The records keeper will gather and record Master Gardener volunteer and continuing education hours monthly for all Barron County Master Gardeners and insure they are submitted for recognition to the state Master Gardener Association in December.

Section 4 - Vacancies - Vacancies in Honorary Positions may be filled or persons holding such positions replaced at anytime as determined by a majority of the board members.

Nominations and Voting:**Section 1**

A Nominating Committee appointed by the Board of Directors, excluding the President, shall nominate candidate(s) for each office. The committee will contact the candidate for assurance they will serve if elected before making its report. Prior to the election, additional nominations from the floor shall be permitted.

Section 2

When nominations for one office have been completed, votes are cast for that office and the result is announced before the chair calls for nominations for the next office.

Section 3

Offices are voted for in the order in which they are listed in the bylaws.

Section 4

Voting shall be by ballot, unless there is only one candidate, in which case a unanimous vote may be cast for the candidate.

Elections:**Section 1**

Officers will be nominated in October. Elections will be held in November. Officers elected will begin to serve in January.

Section 2

a. A member shall be eligible for the elected office of President, Vice President, Secretary or Treasurer if they have been a voting member for at least one year.

b. A member shall be eligible for the elected office of Director if they are a Voting or Associate member in good standing and hold no other elected office.

Vacancies in Elected Offices:

Section 1

An elected office shall be determined to be vacant if:

- a. An elected officer resigns his/her position in writing.
- b. An elected officer accrues three (3) unexcused absences from board or general meetings as determined by a majority of the board members.
- c. An officer has been removed from office by 2/3rd's majority vote of all voting members.

Section 2

Vacancies in office may be filled at any monthly association meeting, provided that nominations are taken from the floor and the replacement officer is elected by a majority vote of the members present.

Article VI

Board of Directors:

- a. The membership of the Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and the Directors.
- b. All members of the Board of Directors are voting members.
- c. The President and Secretary of the BCMGA shall be President and Secretary of the Board of Directors.
- d. A quorum for the Board of Directors shall be a majority of the Board members.
- e. The duty of the Board of Directors is to ensure that the necessary business of the BCMGA is completed.
 1. The Board of Directors shall report on its activities at the monthly Association meetings.
 2. At the annual meeting, the Board of Directors shall present a summary of its past year's activities and its recommendations for the future.

Committees:

The number and nature of committees will be determined by the board and/or membership on an as needed basis. All members are required to serve on committees as needed.

Article VII

Meetings:

Association meetings will be held on a monthly basis.–The association year runs from January 1 through December 31. The Annual Meeting will be held in November.

Order of Business:

- (A) Call to order
- (B) Approval of the minutes
- (C) Treasurer’s report
- (D) Committee reports
- (E) Old business
- (F) New business
- (G) Program – The order of program may change to accommodate the speaker.
- (H) Adjournment

Board of Directors Meetings:

Board of Directors’ meetings will be conducted when thought necessary, by the officers or the membership of the Board of Directors on an individual or regular basis.

Article VIII

Finances:

Section 1. Dues:

The annual dues rate shall be determined yearly at the annual meeting by a majority vote. Dues are payable at the annual meeting or upon joining. For new members joining after June 1, dues will be pro-rated at 1/2 the annual rate.

Section 2. Appropriation of Funds

Any appropriation not in the approved budget that exceeds \$100 requires a majority vote of members present at any monthly association meeting. Checks over \$200 would require two signatures.

Section 3. Funds may be solicited for purposes previously approved by the Board of Directors. The Board shall approve only such purposes as are not in conflict with the stated purpose of the association.

Section 4. Purpose of Organization

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501© (3) of the Internal Revenue Code, or 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©(3) of the Internal Revenue Code, or 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 disposed of shall be disposed of by the Circuit Court of the 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.

Article IX

Amendments:

These by-laws may be altered, amended, or repealed and new by-laws adopted by a two-thirds majority of the membership present at any association meeting as long as any changes to the by-laws are presented one month prior to the voting. No by-laws can be changed unless three of the four officers are present at the time of the vote.

Parliamentary Authority:

Rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the by-laws and any special rules or order the Association may adopt.

Adoption of These By-Laws:

These by-laws shall be distributed to all current members. These by-laws shall be read, and any needed corrections made at the Feb. 2009 meeting. The vote for adoption of these by-laws shall be held at the March 2009 meeting with any further corrections being made before the vote. A two-thirds majority vote of the membership present shall be required for adoption of these by-laws.

By-laws adopted:

_____ (President)

_____ (Secretary)

**Revised:
September 4, 2014**