

# Fond du Lac County Master Gardener Association BY-LAWS

## ARTICLE I

The name of the organization shall be:

“Fond du Lac County Master Gardeners Association” (herein after referred to as “the Association”) located at the University of Wisconsin-Extension Office, 400 University Drive, Administration/Extension Building, Room 227, Fond du Lac, WI 54935.

## ARTICLE II

Purpose: The purpose of the Association is to provide, in conjunction with University of Wisconsin-Extension (UW-Extension), horticultural information and education to Fond du Lac County area residents; provide continuing horticultural education to its members; facilitate the exchange of ideas, information, and experiences among members.

“ UW-Extension and the Fond du Lac County Master Gardeners Association provide affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental, arrest or conviction record or veteran status.”

## ARTICLE III

Membership:

Membership in the Association consists of the following categories:

### A. Voting Members of WIMGA (Wisconsin Master Gardeners Association)

1. Certified Master Gardener Volunteer - Persons certified by UW Extension who are in good standing. Good standing is accomplished by completing the yearly continuing education and volunteer service requirements by UW Extension for maintenance of certification as a Master Gardener Volunteer as determined by the member’s local Association or County.
  - a. The Master Gardener calendar runs January 1 – December 31. If you are a certified master gardener as of January 1 you are eligible to vote on any item at every meeting in that calendar year.
  - b. Volunteer service and continuing education hours accrued during the past year are to be submitted by October 1.
  - c. Membership dues for the upcoming year are payable by November 30.
2. Intern Master Gardener Volunteer – Persons who have completed the UW Extension Master Gardener Volunteer Training Program, but have not satisfied the volunteer requirement for certification.

### B. Non-Voting Members of WIMGA

1. Inactive Master Gardener Volunteer – Persons who have been active Master Gardener Volunteers who have not accomplished the yearly training and volunteer service required by UW Extension as determined by the members local Association/County. **Voting Rights are**

**SUSPENDED until UW Extension requirements for recertification have been completed.**

- a. An Inactive Master Gardener who wishes to return to being certified after being away for more than 5 years must complete 20 continuing educational hours in addition to the required annual 24 volunteer service hours.
2. Student Master Gardener Volunteers– Persons who are currently taking training or who have not completed training. Said individuals must work with a certified or intern Master Gardener Volunteer on any Master Gardener Volunteer project and must not represent themselves as UW-Extension Master Gardener Volunteers or give advice representing the UW-Extension until they become Intern Master Gardener Volunteers.
3. Associates – Persons who join when training is not available, but plan to comply with standards set for Certified Master Gardener Volunteers at the next available training opportunity. An associate member must work with a certified or intern Master Gardener Volunteer on any Master Gardener project and must not represent themselves as UW-Extension Master Gardener Volunteers or give advice-representing the UW-Extension until they become Intern Master Gardener Volunteers.
4. 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 Master Gardener Volunteer training.
5. Emeritus Master Gardener Volunteers: Any member in good standing who retires from the Association is eligible for a Life-time Emeritus Membership upon accumulating at least 500 volunteer hours or 5 years as a Certified Master Gardener. The voting membership must approve of an Emeritus Membership.

**ARTICLE IV**

Meetings:

1. The conduct of all meetings of the membership will be governed by the provisions of Roberts Rules of Order, Newly Revised.
2. An annual meeting will be held in January of each year.
3. At any meeting of the membership of the Association, 15 members shall constitute a quorum for the transaction of business
4. The general meeting schedule will include at least three (3) additional meetings, decided on by the membership.
5. Each voting member will be entitled to cast one vote at any election or on any motion at these meetings.
  - a. Non-voting members may attend meetings and participate in discussion but shall have no voting or motion rights.

## **ARTICLE V**

### Board of Directors:

1. The Board of Directors of the Association will have all the powers and duties necessary for the management and administration of the affairs of the Association. All powers of the Association, except those specifically granted or severed to the membership by law, or by these by-laws, will be vested in the Board of Directors.
2. The Board of Directors will, at any time, consist of not less than six and no more than nine voting members of the Association. Three Board members will be elected each year to serve three-year terms, with a maximum of two (2) consecutive terms. Elections will occur at the November general membership meeting. Each newly elected member of the Board will begin his or her term immediately following elections. The immediate past chair will be an ex-official member of the Board after leaving office, for a period of one year.
3. The Board of Directors will elect, from themselves, the following officers: Treasurer, Secretary, Vice-President and President. The Board of Directors will elect the officers after the November general membership meeting, but before the annual meeting.
4. In case of vacancy on the Board of Directors the remaining Directors may elect a successor to serve the unexpired portion of the term. Any Director, elected or appointed, may be removed by the board at a duly called Board of Directors meeting whenever in its judgment the best interests of the Association are served thereby.
5. The Fond du Lac County UW-Extension Master Gardener County Coordinator is an ex-official member of the Board.
6. The Association's WIMGA Representative is an ex-official member of the Board.
7. The Board of Directors shall meet prior to each Association meeting.

## **ARTICLE VI**

### Officers of Association:

1. The duties of the President, Vice-President, Secretary, and Treasurer will be those as usually expected of such officials of Associations, and as are required by law, and such as may be required by the Board of Directors or the membership.
2. The President will: Preside at all meetings of the organization and of the Board of Directors; facilitate committee appointments; generally supervise activities of the association. The President will be the first point of contact for the public and for UW-Extension
3. The Vice-President will: Organize the committees and duties including committee chair(s) and vice-chair and coordinate the projects list.
4. The Secretary will ensure that: minutes (including attendance) are taken of all meetings; written records are kept of general membership meetings and Board of Director's meetings, a membership list is maintained; historical records of the Association, including newsletters and financial reports are maintained; and all needed correspondence for the Association is handled. Records shall be kept for a minimum of 7 years.

5. The Treasurer will: Receive, disburse and keep account of all monies as approved at the general business meetings; report on the financial conditions of the organization at the meetings; and compile the annual budget based on the information provided in the Project Reports submitted by the membership.
  - a. The budget for the upcoming fiscal year will be approved by the Board and presented to the membership at the November meeting and voted upon at the January meeting.
  - b. The Annual Project Report which includes the next year's budget request is due on October 1.
6. Checks drawn on the bank account of the Association will be signed by the treasurer or one other officer as the Board of Directors appoints.

## **ARTICLE VII**

### Committees:

The Board of Directors will assist the Vice President in the annual formation of committees.

## **ARTICLE VIII**

### Finances:

1. All projects and non-budgeted requests must be submitted in writing for approval by the Board. The Board will approve only such requests as are not in conflict with the stated purpose of the Association.
2. Association annual dues, including WIMGA, are due by November 30 for the coming year.
3. The Association's accounting year is defined as beginning January 1 and ending December 31 of each year
4. At the end of each accounting year, an audit of the finances to the Association will be made by the audit committee generally comprised of volunteers from the membership.
5. In case of dissolution of the Association, the Board of Directors will oversee the distribution of monies and assets to Fond du Lac County youth-oriented horticultural endeavors for educational purposes.

## **ARTICLE IX**

### Amendments

These By-laws may be amended at any business meeting of the general membership. Proposed amendments must have been presented at a previous meeting and/or distributed via email at least 30 days prior to the meeting and approved by a two-thirds majority of the voting membership present.

Revised November 10, 2015 based on recommendations of the Board. **Adopted 1/12/2016**