

Bylaws of the Outagamie County Master Gardener Volunteer Association

Article I

Name: The organization shall be known as the:

Outagamie County Master Gardener Volunteer Association

Address: Outagamie County UWEX
3365 West Brewster Street
Appleton, WI 54914

Web site: www.ocmga.net

Article II

Purpose: The goal of the organization shall be to encourage, foster, support, promote and to provide education in horticulture in Outagamie County while maintaining affiliation with the State of Wisconsin Master Gardener Association.

Article III

Section A: Voting Members of Outagamie County Master Gardener Volunteer Association:

1. Service Requirements – The Outagamie County Master Gardener Volunteer Association volunteer hours are to be submitted annually by October 1. Recertifying members need to submit 24 service hours and 10 continuing education hours. Specific information on approved educational sources is on the back of the annual hour sheets.

New Master Gardeners have the same time commitment. However, for the initial year only, the 24 service hours may consist of all maintenance hours. These hours may be obtained at any private or public project from the approved projects list.

2. Certified Master Gardeners – Those persons certified by UW-Extension who are in good standing. Persons in good standing must pay their dues by October 1, for the upcoming year, as set by the local association. Good Standing is accomplished by completing the yearly training and service requirements by UX-Extension for maintenance of certification as a Master Gardener as determined by the member's local association.

3. Intern Master Gardeners – Those persons who have completed the UW-Extension Master Gardener general training program but have not satisfied the service requirements for certification.

Section B: Non-Voting Members of the Outagamie County Master Gardener Volunteer Association:

1. Inactive Master Gardeners – those persons who have been active Master Gardeners but who have not accomplished the yearly training and service hours required by the

UW-Extension as determined by the member's local association. Voting rights are suspended until UW-Extension requirements for recertification have been completed.

2. Intern Master Gardeners – Those persons currently taking Master Gardener training but have not completed the training program must not represent themselves as a UW-Extension Master Gardener or give advice representing UW-Extension until they become certified Master Gardeners.

3. Associates – Those persons who join during the period when Master Gardener training is not available but plan to comply with the standards set for certified Master Gardeners at the next available training opportunity:

a. Must work under the direction of a certified Master Gardener on any Master Gardener sanctioned project.

b. Must not represent themselves as a UW-Extension Master Gardener or give advice representing UW-Extension until they become certified Master Gardeners.

Section C: Electronic Voting Procedure

Each issue to be voted upon will be a written proposal.

The Executive Secretary will write the proposal.

The Executive Secretary will email the proposal (via the communications committee) to all certified Outagamie County Master Gardener Volunteers.

The membership will review the proposal and submit comments within three (3) days of the date of the email or by the specific date requested and cast their vote within the required time frame.

The Executive Secretary will record and tally the votes and present the results to the Executive Board on the fifth day or by the date requested after the original email was sent. The record of the voting results will be retained for a period of one (1) year. A minimum of fifteen (15) members must cast their vote electronically to have a valid vote.

Article IV

Dues: Annual dues shall be set by the membership with the fiscal year beginning on January 1st and ending on December 31st. Currently set at twenty dollars annually (\$20.00). Dues must be paid in full by October 1st.

Article V:

The Executive Board shall consist of eleven (11) voting members [seven (7) elected and four (4) appointed] and the Advisor. They shall perform duties as listed below.

Section A: Elected Members

President: The President shall preside at the Executive Board meetings and Association meetings and shall perform such duties as regularly pertain to the office.

Vice President: The Vice President shall perform the duties of the President in the President's absence and provide the program for the monthly Association meetings in conjunction with the Education Committee.

Executive Secretary: The Executive Secretary shall keep and report the minutes of the Executive Board meetings and is a voting member of the Executive Board. This position can be split between two people with one being a member of the Executive Board and responsible for Executive Board minutes and one member responsible for Association meeting minutes, but not as a member of the Executive Board, as needed.

Treasurer: The Treasurer shall be custodian of the funds of the Association and shall maintain a bank account for the purpose of the Association. The Treasurer shall pay bills as directed by the membership. The Treasurer shall collect the membership dues, provide receipts, keep a balanced account of all collections and disbursements and file receipts for the same. The Treasurer shall make a report at each regular meeting and present a yearly written report at the January meeting. The Treasurer shall also keep record of membership certification and status.

State Board Representative – The State Board Representative attends Wisconsin State Master Gardener programs as well as their bi-annual meeting. The State Board Representative will keep the membership informed on news from the State level.

Members-At-Large – Two (2) Members-At-Large shall attend Executive meetings to provide member representation and coordination of projects, events and information on an as-needed basis.

Recording Secretary: The Recording Secretary shall keep and report the minutes of the Association member meetings. This position is a non-voting member of the Executive Board.

Section B: Appointed Members

Education Committee Representative - The Education Committee shall appoint a representative to the Executive Board. This member will provide the link between the Education committee and the Executive Board.

Fundraising Committee Representative - The Fundraising Committee shall appoint a representative to the Executive Board. This member will provide the link between the Fundraising Committee and the Executive Board.

Communication Committee Representative - The Communication Committee shall appoint a representative to the Executive Board. This member will provide the link between the Communication Committee and the Executive Board.

Project Coordinator – Shall be appointed by the Executive Board. This member will provide the link between the general membership and the Executive Board.

Section C:

Advisor: The Advisor to the organization shall be the Outagamie County UW-Extension Crops/Soils and Horticulture Agent or Department Chairperson.

Article VI

Elections: Elected positions shall be effective for two (2) calendar years. Officer candidates will be nominated in September of each year. Elections shall be held in November and those officers elected at this time shall begin to serve their term in the following January. Elected positions may serve for up to 3 consecutive terms, and may serve in the same office for consecutive terms, as duly elected by the membership.

Should a board member vacate their position prior to election date, the general membership will conduct a special election for the replacement officer, who will then fulfill the departing officer's original term.

Any Board member, who has served for one year on the Executive Board, may choose to run for the office of President. The departing President will continue to serve on the Executive Board for one year in an advisory, non-voting capacity as ex-officio.

Article VII

Committees: Committees shall be entrusted to carry out and accomplish the goals of the Association. The standing committees shall consist of the following:

Executive Board – The Executive Board shall consist of those positions listed above in Article V. This committee shall be responsible for setting and following the agenda for each Association meeting.

Education Committee – The Education Committee shall be comprised of certified Master Gardeners for a one year commitment. The Vice President will work with this committee to provide guest speakers for monthly meetings and advanced seminars and special events. The Education Committee will also plan the basic class with the class facilitators and the Horticultural Agent.

Fundraising Committee – The Fundraising Committee shall be responsible for setting up and coordinating all fund raising events and activities.

Communication Committee – The Communication Committee will provide a quarterly newsletter for the Outagamie County Master Gardeners and develop other methods of communication for the Outagamie County Master Gardeners Associations members.

Audit Committee – The Audit Committee shall consist of three members who are Master Gardeners in good standing and shall exist so as to verify that accounts receivable and accounts payable at the conclusion of the year are fiscally sound. They shall also be appointed to perform any other related tasks requiring an unbiased or third party presence. One new committee member may be selected annually at the November Association meeting for a three-year term. Existing committee members would be eligible for re-election.

Article VIII

Meetings: Monthly Association meetings shall be held on the third (3rd) Thursday of each month, beginning promptly at 6:30 p.m., unless otherwise notified.

Executive Board meetings shall be held on the first (1st) Thursday of each month, beginning promptly at 6 p.m., unless otherwise notified.

Article IX

Amendments: Any section of these by-laws may be altered, amended, or rescinded and new by-laws may be adopted by a two-thirds vote of the membership present at any Association meeting as long as a quorum is established. A quorum shall be defined as 15 active members.

Article X

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.

Amended this 22nd day of April, 2010.