

By-Laws

North Country Master Gardener Volunteer Association

Article I Name and Location: North Country Master Gardeners Association

UW-Extension Agricultural Research Station
W6646 Hwy. 70
Spooner, WI 54801

Article II Objectives

The goal of this organization shall be to encourage, foster, support, and promote horticulture for all residents of Burnett, Washburn, and Sawyer counties; and to promote the UW-Extension from which we are founded.

Article III Membership

Section 1. Membership in this association will be in compliance with the guidelines set by the Wisconsin Master Gardeners Association and University of Wisconsin-Extension.

Section 2. 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 required by UW-Extension for maintenance of certification as a Master Gardener as determined by the state association, and after paying dues.

b. Intern Master Gardeners – those persons who have completed the UW-Extension Master Gardener training program, but who have not satisfied the service requirement for certification within twelve (12) months of completion of their Master Gardener Training.

Section 3. 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 state association.

b. Student Master Gardeners – those persons currently taking Master Gardener training, but 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 MG's.

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.

- 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 MG's.

d. Friends of Master Gardeners – those persons who wish to support the association from industry, business or the community, but 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.

Article IV Volunteers and Volunteer Activities

In return for training, volunteers are obligated to donate equivalent volunteer hours within the 12-month period following training. Under UW-Extension guidelines, they 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 educational requirements to remain certified.

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

Some volunteer activities could include:

- Extension demonstrations and community gardens
- Extension office work
- Public libraries, displays, etc.
- Public gardens
- Horticultural workshops and talks
- Answering telephone inquiries for gardening information
- Writing newspaper and newsletter gardening articles
- Initiating or conducting horticultural projects
- Working with other community service organizations
- Working with youth groups

Article V Elected Officers

Section 1. President – It shall be the duty of the President to keep order and preside at all meetings of this association.

Section 2. 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 include greeting new members and sending courtesy correspondence.

Section 3. Secretary – The Secretary shall record and keep minutes of all proceedings, submit the minutes from the previous meeting, and have them approved at the next meeting.

Section 4. Treasurer – The Treasurer shall receive and safely keep all funds of the association, and pay out of same on the order of the Board and/or President. The Treasurer shall make reports at each regular meeting of receipts and disbursements.

Section 5. Directors – There shall be three elected Directors to be representatives of the Voting and Associate members on the Board of Directors. A maximum of one Associate member may be on the Board of Directors.

Article VI Board of Directors

Section 1. The membership of the Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and Directors.

Section 2. All members of the Board of Directors are voting members.

Section 3. The President, Vice President, Secretary and Treasurer of North Country Master Gardeners shall hold the same positions on the Board of Directors.

Section 4. A Quorum for the Board of Directors shall be a majority of the Board of Directors present.

Section 5. The duty of the Board of Directors is to ensure that the necessary business of the NCMGV is completed.

Section 6. At the annual meeting, the Board of Directors shall present a summary of its past year's activities and its recommendations for the future.

Section 7. The number and nature of committees will be determined by the board and/or membership on an as needed basis.

Article VII Honorary Positions

Section 1. Advisor – The Advisor will answer questions, retrieve information, and facilitate projects and programs of the North Country Master Gardeners Association through UW-Extension.

Section 2. Records Keeper – The Records Keeper will gather and record Master Gardener volunteer and continuing education hours yearly for all North Country Master Gardeners and insure they are submitted for recognition to the state Master Gardener Association in December.

Article VIII Elections

Section 1. Officers will be nominated in August. A slate of officers will be nominated by the board of directors. Elections will be held at the annual meeting in September. Officers elected will begin to serve in October.

Section 2. A member shall be eligible for the elected office of President, Vice President, Secretary or Treasurer if that person is a voting member.

Section 3. A member shall be eligible for the elected office of Director if that person is a voting or associate member.

Section 4. The term of office shall be one year for President. The Vice President shall assume the Presidency after serving as Vice President for one year. All other officers shall have two year terms not to exceed two consecutive terms.

Section 5. Vacancies in elected offices

a. An elected office shall be determined vacant if:

- An elected officer resigns his/her position in writing.
- An elected officer accrues three (3) unexcused absences per term from board or general meetings as determined by a majority of the board members.

- An elected officer has been removed from office by a 2/3rd majority vote of all voting members.
- b.** 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 IX Meetings

Section 1. An annual meeting will be held in September of each year.

Section 2. Regular association meetings will generally be held on a monthly basis. The association year runs from October 1 through September 30.

Section 3. Each voting member will be entitled to cast one vote at any election or on any motion at these meetings. A motion or election will be passed by a majority of the voting members present. Except as specified under Article VIII, section 5a and Article XI.

Section 4. The provisions of Robert's Rules of Order, Newly Revised, shall govern the conduct of all meetings of the membership when applicable and when not inconsistent with the by-laws and any special rules of order the Association may adopt.

Article X 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 in September or upon joining.

Section 2. Funds may be solicited for purposes previously approved by the Board of Directors. The Board will approve only such purposes as are not in conflict with the stated purpose of the association.

Section 3. In case of dissolution of the association, monies, assets and records will be handed over to the UW-Extension office in Spooner. **Section 4.** At the end of each accounting year, the audit committee, appointed by the Board of Directors, will make an audit of the finances.

Section 5. The Association's accounting year is defined as beginning January 1 and ending December 31 of each year.

Article XI Amendments

These by-laws may be altered, amended, or repealed and new by-laws adopted by a 2/3rd majority of the voting membership present at any association meeting, as long as any changes to the by-laws are presented at least one month prior to the voting.

These bylaws were initially approved in September 2001.

Revised January 2005.

Revised November 2010