

By-Laws Updated March 25, 2021 North Country Master Gardeners

Article I

Section 1: Name and Location:

North Country Master Gardeners, Inc.
University of Wisconsin-Madison, Division of Extension
Spooner Agricultural Research Station
1036 E Maple
Spooner, WI 54801

Section 2: The Association will operate under the name of “North Country Master Gardener Volunteers Association”.

Article II Objectives

- A. 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 University of Wisconsin-Madison, Division of Extension (Extension) from which we are founded.
- B. The educational purposes are within the meaning of Section 501(C)(3) of the internal Revenue Code. North Country Master Gardener Volunteers Association is a Non-Stock Corporation legally registered in Wisconsin.

Article III Membership

Section 1. Membership in this association will be in compliance with the guidelines set by the Extension.

Section 2. Voting Members

- a. Certified Master Gardener Volunteers – those persons certified by Extension who are in good standing. Good standing is accomplished by completing the Criminal Background Check (CBC), Mandated Reporter Training (MRT), and the yearly training and service requirements by Extension for maintenance of certification as a Master Gardener Volunteer and any other requirements set by Extension and after paying dues.
- b. Intern Master Gardener Volunteers – those persons who have completed the Extension Master Gardener training program, CBC and MRT, but who have not satisfied the service requirement for certification within twelve (12) months of completion of their Master Gardener Training.
- c. Honored Master Gardener Volunteers – those persons certified by Extension who have accrued one thousand (1000) volunteer hours or ten (10) years of service, have demonstrated significant contributions to the MGV program, and have been approved by Extension for this permanent status. Good standing is accomplished by completing

the Criminal Background Check (CBC), Mandated Reporter Training (MRT), and any other requirements set by Extension and after paying dues.

- d. Exempt Master Gardener Volunteers – those persons who have been Certified MGs who have been unable to complete minimum service and continuing education hours and who have requested exempt status from Extension. Good standing is accomplished by completing the Criminal Background Check (CBC), Mandated Reporter Training (MRT), and any other requirements set by Extension and after paying dues.

Section 3. Non-Voting Members

- a. Out-of-Program Inactive Master Gardener Volunteers – those persons who have been active Master Gardeners but who have not accomplished the yearly training and service required by Extension. Voting rights are suspended until Extension requirements for recertification have been completed.
- b. Student Master Gardener Volunteers – those persons currently taking Master Gardener training, and have completed the CBC and MRT, but have not completed the training program.
 - Must work with a certified or intern MGV on any MGV project.
 - Must not represent themselves as an Extension MGV or give advice representing Extension until they become Intern MGV's.
- c. Applicant – those persons who join during the period when MGV 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 MGV on any MGV project.
 - Must not represent themselves as an Extension MGV or give advice representing Extension until they become Intern MGV's.
 - Must complete the CBC and MRT.
- 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.

Article IV Volunteers and Volunteer Activities

In return for training, volunteers are obligated to donate required service hours within the 12-month period beginning with training. Under 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 submitting them into the on-line reporting system for proper credit. Some volunteer activities could include:

- Extension demonstrations and community gardens
- Extension office work
- Educational outreach at Public libraries, community events, etc.

- Public gardens
- Horticultural workshops, talks or displays
- Answering inquiries for gardening information
- Writing horticulture articles
- Initiating or conducting horticultural projects
- Working with other community service organizations
- Working with youth groups

Non-voting members can only participate in volunteer activities under the supervision of a Certified or Intern Master Gardener Volunteer.

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/President Elect – 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 members 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 NCMGVA 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, defined as an Extension Staff (under contract and employed by UW-Madison Division of Extension) will answer questions, retrieve

information, and facilitate projects and programs of the North Country Master Gardeners Association through Extension.

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 in at the annual meeting in September. Officers elected will begin to serve in January.

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 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 January 1 through December 31st.

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. Meetings will be conducted with a drafted agenda, openness and transparency. Members will participate with respect for others, actively listening, taking responsibility, creating opportunities, identifying problems and resolving any conflicts.

Article X Finances

Section 1. Dues –The annual dues associated with each class and category of membership shall be determined by the Board of Directors. Dues are payable to the Treasurer at the time of applying for membership and thereafter at the annual meeting.

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, after paying or making provision for the payment of all of the liabilities of this Association, all of its monies, assets and records will be handed over to the Extension office in Spooner.

Section 4. At the end of each fiscal year, defined as January 1 to December 31, the audit committee, appointed by the Board of Directors, will make an audit and report of the finances.

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, November 2010, June 2019, February 2020, March 2021.