

Columbia County Master Gardener Association By-Laws

Article I Name and Address
Columbia County Master Gardener Association
UW-Extension Columbia County
120 West Conant Street, P.O. Box 567
Portage, WI 53901

Article II Purpose
The goal of this organization shall be to encourage, foster, support and promote horticulture for all Master Gardeners and residents of Columbia County.

Article III Membership

Membership Categories

Voting:

1. Active Master Gardener - those persons certified by UW-Extension who are in good standing with the association. Good standing with this association 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 local association and after paying yearly dues.
2. Intern Master Gardener - those persons who have completed the UW-Extension Master Gardener Training Program, but who have not satisfied the service requirement for certification.

Non-Voting:

1. Associate Member - others interested in gardening from the community at large. The Association strongly encourages Associate Members to participate in the Master Gardener training and become certified Master Gardeners.
2. Inactive Master Gardener - 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 local association.
3. Patron Member - industry and business participants who wish to support the association.

Article IV Officers Duties and Elections

Officers shall be: President
 Vice President
 Secretary
 Treasurer
 Newsletter Coordinator

Duties of Officers:

President shall provide leadership for the organization and preside at regular monthly meetings. The president shall develop an agenda for such meetings.

Vice President shall perform duties of the president in president's absence. The vice-president shall work with the treasurer and the UW-Extension office to encourage active member participation.

Secretary shall record and keep minutes of all proceedings. The secretary will publish the minutes from the previous meeting in the newsletter and have them approved at next monthly meeting.

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

Newsletter Coordinator shall work with the advisor and UW-Extension office to develop and coordinate newsletter deadlines and content.

Ex-officio Advisor shall be the UW-Extension educator with horticulture responsibilities.

Election of Officers

Terms of all officers are one year. Elections will be held at the annual meeting in January. Officers shall be active or intern Master Gardeners. Nominations will be taken from the floor prior to elections. No officer shall hold an office more than two (2) consecutive terms. Voting shall be by secret ballot. A majority of votes is required to elect an officer.

Article V **Committees, Selection and Duties**

The President shall appoint all committees or committee chairs deemed necessary to fulfill obligations of this organization, subject to approval by membership.

Article VI **Meetings and Order of Business**

Meetings

Monthly meetings will be held at a date, time, and location agreed on by a majority of the membership. The association year runs from January through December. The Annual Meeting will be held in January. Seven or more members shall constitute a quorum.

Order of Business

- A) Call to Order
- B) Review of President's Agenda
- C) Secretary's Report (Approval of the minutes)

- D) Treasurer's Report
- E) Old Business
- F) New Business
- G) Committee Reports
- H) Program
- I) Adjournment

Article VII Dues

Dues shall be set by the membership at the Annual Meeting. Membership dues shall be paid by January 31 of each year. New members shall pay dues when joining.

Article VIII Parliamentary Authority

Rules contained in the current edition of Roberts 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.

Article IX Amendments

These By-laws may be amended at any meeting of the association provided that the proposed changes and notification of voting are distributed to all members 4 or more weeks prior to the meeting date.

Bylaws Developed January, 1999
Revised January 27, 2004