

Fond du Lac County Master Gardener Association By-Law Revised 10-15-03

ARTICLE I

The name of the organization shall be:

“Fond du Lac County Master Gardeners Association” located at the UW-Extension Office, 400 University Drive, Administration/Extension Building, Room 227, Fond du Lac, WI 54935.

ARTICLE II

Purpose:

The purpose of this organization is to provide, in conjunction with University of Wisconsin 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.

ARTICLE III

Meetings:

- Section 1 An annual meeting will be held in January of each year.
- Section 2 The general meeting schedule will include at least three (3) additional meetings, decided on by the membership.
- Section 3 Each voting member will be entitled to cast one vote at any election or on any motion at these meetings.
- Section 4 The conduct of all meetings of the membership will be governed by the provisions of Roberts Rules of Order, Newly Revised.
- Section 5 At any meeting of the membership of the Association, 15 members shall constitute a quorum for the transaction of business.

ARTICLE IV

Membership:

Membership in this organization consists of the following categories:

A. Voting Members of WIMGA

1. Certified Master Gardener - Persons certified by UW Extension who are in good standing. Good standing is accomplished by completing the yearly training & service requirements by UW Extension for maintenance of certification as a Master Gardener as determined by the member’s local Association or County. Volunteer service hours are to be turned in by Oct. 1.
2. Intern Master Gardener – Persons who have completed the UW Extension Master Gardener Training Program, but have not satisfied the service requirement for certification.

B. Non-Voting Member of WIMGA

1. Inactive Master Gardener – Persons who have been active Master Gardeners who have not accomplished the yearly training & service required by UW Extension as determined by the members local Association/County. **Voting Rights SUSPENDED until UW Extension requirements for recertification have been completed.**

2. Student Master Gardener – Persons currently taking training, have not completed training. Must work with a certified or intern Master Gardener on any Master Gardener project. Must not represent themselves as an UW-Extension Master Gardener or give advice representing UW-Extension until they become Intern Master Gardener’s.
3. Associates – Persons who join when training is not available, but plan to comply with standards set for Certified Master Gardeners at the next available training opportunity. An associate member: a certified or intern Master Gardener on any Master Gardener project. Must not represent themselves as an UW-Extension Master Gardener or give advice representing UW-Extension until they become Intern Master Gardener’s.
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 training. Friends also include persons who take the Master Gardener Training for a higher fee with the understanding that there will be no volunteer service hours required.

ARTICLE V

Board of Directors:

- Section 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.
- Section 2 The Board of Directors will, at any time, consist of not less than six and no more than nine Directors. Three Board members will be elected each year to serve three-year terms, with a maximum of 2 consecutive terms. Elections to occur at the fall meeting. Each newly elected member of the Board will begin his or her term immediately following elections. The immediate past chair may continue to be a member of the Board after leaving office, for a period of one year.
- Section 3 The Board of Directors will elect, from themselves, four officers to include treasurer, secretary, vice-chair and chair. The Board of Directors will elect the officers after the fall general membership meeting, but before the annual meeting.
- Section 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 meeting whenever in its judgement the best interests of the Association are served thereby.
- Section 5 The Fond du Lac County UW-Extension Agent is an ex-official member of the Board.
- Section 6 The State Representative is an ex-official member of the Board.
- Section 7 The Board of Directors shall meet prior to each Association meeting.

ARTICLE VI

Officers of Association:

- Section 1 The duties of the Chair, Vice-Chair, Secretary, and Treasurer will be those as usually imposed on such officials of Associations, and as are required by law, and such as may be required by the Board of Directors or the membership.
- Section 2 The Chair will: Preside at all meetings of the organization and of the Board of Directors; facilitate committee appointments; generally supervise activities of the association.

- Section 3 The Vice-Chair will organize the committees & duties; including committee chair(s) and vice-chair. Coordinate the activities list & report for the WIMGA Annual Accomplishment Report.
- Section 4 The Secretary will: Keep written records of general membership meetings and Board of Director's meetings, including attendance, maintain a membership list; maintain historical records of the association, including newsletters and financial reports.
- Section 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; assist in developing an annual budget. Is responsible for developing the budget, developing the quarterly written financial report; showing income & disbursements.
- Section 6 One Board member at large will chair the public relations committee (newsletter, newspaper notices, etc.)
- Section 7 Checks on the bank account of the Association will be signed by one of two officers as the Board of Directors appoints.

ARTICLE VII

Committees:

- The Board of Directors will form committees on a yearly basis. A Board member will serve on each committee.

ARTICLE VIII

Finances:

- Section 1 Funds may be solicited for purpose 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 2 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.
- Section 3 At the end of each accounting year, an audit of the finances to the Association will be made by the audit committee, appointed by the Board of Directors.
- Section 4 The Association's accounting year is defined as beginning January 1 and ending December 31 of each year.
- Section 5 The Association annual dues, including WIMGA, are due by Nov. 30 for the coming year.

ARTICLE IX

Amendments

These By-laws may be amended at any business meeting provided that the proposed changes have been printed and distributed to the membership prior to the meeting and approved by a two-thirds majority of the voting membership present.