

JUNEAU COUNTY MASTER GARDENERS BY-LAWS

ARTICLE I: NAME AND LOCATION

This organization shall be known as the Juneau County Master Gardeners. Our mailing address shall be:
Juneau County Master Gardeners
c/o Juneau County Extension Office
211 Hickory St
Mauston, WI 53948

ARTICLE II: PURPOSE

The purpose of this organization shall be:

1. To promote an exchange of ideas between members
2. To promote and educate the community about horticulture and responsible gardening practices.
3. To continue ongoing horticultural education among the membership
4. To promote community service through volunteer activities using our horticultural and gardening knowledge
5. To enjoy fellowship with other gardeners
6. To provide a link between the community and the UW-Extension

ARTICLE III: MEMBERSHIP

Membership will include the following categories:

1. 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 requirement by UW-Extension for maintenance of certification as a Master Gardener as determined by the member's local association or county.
2. Intern Master Gardeners – Those persons who have completed the UW-Extension Master Gardener Training Program but have not satisfied the service requirement for certification.
3. Student Master Gardeners – Those persons currently taking Master Gardener training but who have not completed the Training Program. They must work with Certified or Intern Master Gardener on any Master Gardener project and must not represent themselves as a UW-Extension Master Gardener or give advice representing UW-Extension until they become Intern Master Gardeners.
4. 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 member's local association or county. Voting rights are suspended until UW-Extension requirements for recertification have been completed.
5. 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. They must work with a certified or Intern Master Gardener on any Master Gardener project and must not represent themselves as a UW-Extension Master Gardener or give advice representing UW-Extension until they become Intern Master Gardeners.
6. Friends – Those persons who wish to support the association from industry, business, or the community but who do not plan to take the Master Gardener training.

Voting rights will be extended to Certified Master Gardeners and Intern Master Gardeners. Interns have voting rights their 1st year. They must become Certified Master Gardeners in order to maintain their voting rights.

Non-voting members will include Student Master Gardeners, Inactive Master Gardeners, Associates, Friends, and Advisory Members (UW-Extension staff who may attend meetings in an advisory capacity).

Rules for Certification as a Master Gardener are those prescribed by the UW-Extension through the Master Gardener program office.

ARTICE IV: VOLUNTEERS AND VOLUNTEER ACTIVITIES

In return for training, volunteers are expected to complete 24 hours volunteer service and 10 hours of continuing education once certified. All Certified Master Gardeners are to complete hours of volunteer activities and continuing education each year as prescribed by the Wisconsin Master Gardener Association. It is the responsibility of each individual to maintain adequate records of their volunteer and continuing education activities and turn them in to their local record keeper for proper credit.

Under Extension guidelines they will share their expertise with the community both formally and informally.

Potential activities could include, but are not limited to:

1. Extension demonstrations and community gardens
2. Extension office work
3. Public libraries, displays at area fairs and festivals, etc.
4. Public gardens
5. Horticulture workshops and talks
6. Answering telephone inquiries for gardening information
7. Writing newspaper and newsletter gardening articles
8. Initiating or conducting horticulture projects
9. Working with other area gardening organizations and community organizations
10. Any other activity approved by the Juneau County Coordinator

ARTICLE V: OFFICERS, DUTIES, ELECTIONS

The officers will be a President, Vice President, Secretary, and Treasurer. You must be a voting member of the organization to hold office.

EXECUTIVE BOARD: Composed of the officers and the Advisor and will be responsible for the day-to-day operations of the organization as well as arranging for educational programs for the members.

PRESIDENT: Will preside at all local meetings, appoint all committees, and have general supervision of the organization, and shall serve as the representative to the State Association. In the event that the President is unable to attend a meeting of the State Association, the President shall appoint one of the other officers to serve as the alternate representative in his/her place.

VICE-PRESIDENT: Will preside at meetings in the absence of the President or at the request of the President.

TREASURER: Will receive all funds, issue receipts, make disbursements upon authorization of the President, and keep an accurate record of all the funds. The Treasurer shall maintain a checking account.

SECRETARY: Will keep an accurate record of all the meetings of the organization and the Executive Board and keep a record of all documents and correspondence belonging to the organization.

ADVISOR: Will be a UW-Extension agent and serve as a liaison between the Extension and the Master Gardener organization.

ELECTIONS: The officers will be elected each June to serve a two-year term. Terms will be staggered with Vice-President and Secretary one year; President and Treasurer the next.

ARTICLE VI: MEETINGS

Meetings will be held on the Fourth Monday of the Month, April thru October. Additional meetings or changes will be made by the President upon consultation with the membership.

For purposes of voting, the members present at the meeting will constitute a quorum. The order of business will be as follows:

1. Call to order
2. Approval of minutes
3. Financial report
4. Committee/Activity report
5. Old Business
6. New Business
7. Program (when available) and/or comments
8. Adjournment

Meetings of the Executive Board may be held at times other than the regular meetings to conduct the business of the organization. For purposes of meeting, the presence of at least three members of the Board will constitute a quorum. Executive Board meetings are open to the membership. All meetings will be conducted using Robert's Rules of Order.

ARTICLE VII: DUES, SUBSCRIPTION, MEMBERSHIPS

Members will be required to pay dues on an annual basis. These dues constitute a subscription to the Juneau County Master Gardeners Newsletter. Members of the Community are encouraged to subscribe to the Newsletter even if they do not choose to participate in the Master Gardener meetings or programs.

The dues and subscription rate will be determined by a vote of the membership.

Dues will be payable at the time of applying for membership and by November 1 of each year thereafter.

ARTICLE VIII: COMMITTEES

Committees will be appointed by the President on an as needed basis to perform specific duties. Potential committees may include, but are not limited to:

- Education
- Historian
- Membership
- Newsletter
- Research
- Planning and Projects

ARTICLE IX: FINANCES

The organization will conduct such fundraising activities as the membership deems necessary to fulfill the organization's purpose.

All contributions are to be deposited with the Treasurer; and, all contribution and disbursements from the Juneau County Master Gardeners shall be recorded by the Treasurer.

Expenses for an accounting year shall not exceed funds available to pay them in that year.

The bank used for Juneau County Master Gardeners shall be approved by the Executive Board.

The Executive Board shall approve expenditures and budgets as needed. All expenses shall be pre-approved by the Executive Board. Expenses shall be accompanied by appropriate documentation prior to payment.

An Audit Report of the finances of the Juneau County Master Gardeners shall be made annually by an audit committee appointed by the Executive Board.; and at such other times as any of the Executive Board so directs. Results of the annual audit shall be reported to the Executive Board and the membership.

All financial records will be recorded into a ledger which the Treasurer will have present at all Juneau County Master Gardener and Executive Board Meetings for review by membership.

The fiscal year of the Juneau County Master Gardeners shall commence January 1 of each year and terminate on December 31.

ARTICLE X: AMENDMENTS

Amendments to the By-Laws may be made at any time by a two-thirds vote of the membership present. Notice of proposed changes will be sent to all members at least 30 days prior to the meeting.

The Juneau County Master Gardeners By-Laws are viewed as a living document to reflect the interests and needs of the group. The By-laws shall be reviewed on an annual basis.

ARTICLE XI: DISSOLUTION

If the organization ever dissolves, any money held in the treasury after the paying of outstanding bills shall be donated to the UW-Extension (Juneau County) for the purpose of promoting horticultural activity.

President / Date

Advisor / Date

Vice President / Date

Treasurer / Date

Secretary / Date