

**CHIPPEWA VALLEY
MASTER GARDENER
ASSOCIATION**

BY-LAWS
COMPILED MAY 1999

ARTICLE I

Name: This organization shall be known as the
Chippewa Valley Master Gardener Association

Address: UW-Extension-Chippewa County
711 N Bridge St, Rm #13
Chippewa Falls, WI 54729

ARTICLE II

Purpose: The goal of this organization shall be to promote environmental stewardship in collaboration with UW Extension by developing an appreciation for and understanding of horticultural practices for all Master Gardeners and residents of the Chippewa Valley.

ARTICLE III

Membership: Section 1...The membership of the Association shall consist of the founding members and such additional members as shall be admitted by the Board of Directors. A founding member is defined as any Master Gardener in good standing as determined by the county of their certification as of April 30, 1999.

Section 2...Membership in the Association shall consist of the following categories:

A. Voting Members

I. Certified Master Gardeners...those persons certified by UW Extension who are in good standing of this Association. Good standing of 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 member's local association or county and after paying yearly dues.

II. Intern Master Gardeners...those persons who have completed the UW Extension Master Gardener Training Program but have not satisfied the service requirement for certification as of the date of the annual meeting.

B. Non-voting Members

I. Expert Gardeners...those persons who have entered the UW Extension Training Program with the understanding that there will be no service required of them.

II. Master Gardener Patrons...industry and business participants who wish to support the Association through financial contributions.

III. 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.

ARTICLE IV

Volunteers: Section 1...In return for training, volunteers are obligated to donate equivalent volunteer hours within the 12 months period following the training.

Section 2...Certified Master Gardeners are obligated to donate ~~24~~ ~~10~~ hours of volunteer ~~time~~ ~~hours~~ and have 10 hours of additional education.

Section 3...Under Extension guidelines they will share their expertise with the community: both formally, with youth, ~~adults~~, and other groups; and informally, with acquaintances, friends and relatives.

It is the responsibility of the individual to maintain his participation records and turn them in for proper credit.

Some volunteer activities:

- A) Extension demonstration and community gardens
- B) Extension office work
- C) Public libraries, displays, etc.
- D) Public gardens
- E) Horticulture workshops and talks
- F) Answering telephone inquiries for gardening information
- G) Writing newspaper and newsletter gardening articles
- H) Initiating or conducting horticulture projects
- I) Working with other community service organizations

ARTICLE V

Officers: Section 1...It shall be the duty of the **President** to keep order and preside at all meetings of the association.

Section 2...In the absence or disability of the President, the **Vice President** shall perform the duties of the President.

The **Vice President's** duties will also include greeting new members ~~and sending courtesy correspondence.~~

Section 3...The **Secretary** shall record and keep minutes of all proceedings. The secretary will publish the minutes from the previous meeting, make them available for the newsletter, and have them approved at the next monthly meeting. **In addition, the Secretary will keep attendance of monthly meetings and send courtesy correspondence.**

Section 4...The **Treasurer** shall receive and safely keep all funds of the association and pay out the same on the order of the board and/or President. **The treasurer shall make monthly reports at each regular meeting of receipts and disbursements.**(See note at end of document.) The Treasurer will be an advisory member of the Ways and Means Committee.

Section 5...The **State Local Representative** shall serve as a liaison between the local association, **the district director**, and the state association. Duties will include keeping the local association up to date on State Association news and any other changes that would be pertinent to the association. **The Local Representative shall be appointed by the members.**

Section 6... The **Advisor** will answer questions, retrieve information, and facilitate projects and programs of the Master Gardener Association from within the Extension.

Section 7...The **Board of Directors** shall consist of the above elected officers and the advisor. The Board of Directors shall meet prior to business meetings to determine future programming and give direction to the organization.

Section 8...The **At-Large** position shall serve on the Board of Directors. Duties will be to assist the Board with decisions and program planning.

Section 9...The **Historian** shall be appointed by the members, but not serve in an official capacity. The historian will keep a scrapbook that would document the Master Gardener Association: projects, programs, activities, get-togethers, and other materials that pertain to the association.

Section 10...The Publicist shall be appointed by the members, but not serve in an official capacity. The publicist will notify the public of any events through various forms of media such as newspapers, flyers, and any other means of publication deemed suitable on a case by case basis. *See note at end of document.

Elections: Section 1...Officers will be nominated in October. Elections will be held in November. Officers elected will begin to serve in January.

Section 2...The term of office shall be two years with elections of officers every year in alternating sequence ~~starting in 2001~~. **Terms ending in odd years will be President, Secretary, and At-Large. Terms ending in even years will be Vice-President, Treasurer, and At-Large. ***See note at end of document.**

ARTICLE VI

Meetings: Section 1...Regular monthly association meetings will be as set by the board. The association year runs from January to December.

Order of Business:

- A) Call to order
- B) Approval of the minutes and introduction of the new members and guests
- C) Treasurer's report
- D) Committee reports
- E) New business
- F) Old business
- G) Program
- H) Adjournment

~~Holiday Party~~ Annual Potluck:

Section 1...The ~~Holiday party~~ The Annual Potluck will be decided upon ~~annually~~ by the members.

Business Meeting:

Section 1...When thought necessary by the officers or membership, separate business meetings will be conducted on an individual or regular basis.

ARTICLE VII

Way & Means:

Section 1...Fundraising The number and nature of committees will be determined by the membership. Committees and duties ~~as of January 1999~~ are as follows:

Ways and Means...Set up money-making projects: has other budgetary input.

Plant Sales

~~Pot Painting-Book Sale~~

Section 2...**Community outreach/Education/Publicity**...Plans demonstrations, library displays, exhibits; identifies community learning needs and organizes activities to meet them. Assists in developing the year's theme and calendar schedule through media work and other events.

Youth Programs

~~County Farm Project~~ Prairie Plant Demonstration Site

Arbor Day

Special Events/Grounds...Plans for standard annual events, including Home & Garden Show, County Fair, and Farm ~~Technology~~**Progress** Days. Organize work schedules for these events. Oversee the county park garden areas.

Programs...Schedule monthly educational programs for meetings that count as additional education.

Trips...Organize trips and helps with workshops. The committees will meet as often as they feel necessary to accomplish the tasks at hand. The committees will submit a proposed budget by November for the following year to be approved in January.

Expenditures...Any purchases over \$50 (do we want to raise the amount due to rising costs in the economy and increased funds in our treasury—such as \$75 or \$100) would have to be brought to the membership for a vote.

Section 3...**Financial:** The annual dues rate shall be announced at the Annual Business Meeting and include the WIMGA annual fee. Dues are payable upon approval by the membership of the annual fee. Dues are payable at the November meeting.

The present rates are \$12 per individual and ~~\$15~~ \$20 per couple. Any changes in dues will be prorated with state due increases and brought to the membership for a vote at the annual meeting. *****See note at end.**

Section 4...**Audits:** Two members of the CVMGA other than officers will audit within one month at the close of the fiscal year.

ARTICLE VIII

Dissolution: Upon Dissolution of this Association the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of this Association, to such organization or organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (C) (~~3 5~~) of the Internal Revenue Code of 1954 (or whatever the current law should be at the time of dissolution). Such organizations would be divided between Chippewa County 4-H and other youth groups involved in horticulture.

ARTICLE IX

Amendments:

Section 1...These By-laws may be altered, amended, or repealed and new by-laws may be adopted by a two-thirds majority of the membership present at any association meeting as long as any changes to the by-laws are presented one month prior to the voters.

Section 2...These By-laws shall be reviewed and read **at least once and as often as necessary thereafter at least 3-times** with the necessary changes.

Section 3...~~These By laws will be finalized by February~~ By-law amendments will be finalized within three months of introduction with the approval of the President and the Secretary.

(Date)

_____ (President)

_____ (Secretary)

Parliamentary Authority:

Rules contained in the current edition of Robert 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.

* The treasurer shall make monthly reports at each regular meeting of receipts and disbursements.

The above needs to be re-worded as we will not have receipts and disbursements every month.

**Wording may need to be changed in last sentence.

***Now that we are becoming a larger and more active group and can start having board meetings, we should add an additional At-Large Board Member. We were originally going to have one or two more board members, but had an inactive board at the time. Shall we had one or two At-Large Board members? We can add more than that if we want. We could have something limiting the size of the board.

Terms ending in odd years will be President, Secretary, and At-Large. Terms ending in even years will be Vice-President, Treasurer, and At-Large. It is hard to put a definite

term to Local Representative as terms for District Directors are three years and they have to be a Local Representative. To counteract this problem, I have changed the wording under duties and put shall be appointed by members.

****Dues to the state have since increased. We should raise the amount to account for this increase.

The treasurer shall make monthly reports at each regular meeting of any receipts and disbursements taking place that month. If none, it shall be so stated.

Expenditures...Any purchases over \$50 (do we want to raise the amount due to rising costs in the economy and increased funds in our treasury—such as \$75 or \$100) I think \$100.

Section 2...**Community outreach/Education/Publicity...**Plans demonstrations, library displays, exhibits; identifies community learning needs and organizes activities to meet them. Assists in developing the year's theme and calendar schedule through media work and other events. **Do we have yearly themes? Do we have library displays?**