

OZAUKEE MASTER GARDENERS BY-LAWS

Revised January 2011



Article I -- NAME AND LOCATION

The name of this association shall be: *Ozaukee Master Gardeners*. Its location and chief place of business shall be the Ozaukee County UW-Extension Office. Its mailing address shall be

**University Of Wisconsin – Extension
Administration Center
Box 994
121 W. Main St.
Port Washington, WI 53074**

Article II – PURPOSE

To serve the needs of gardeners in Ozaukee County by providing university research-based horticultural information and educational opportunities, designed to supplement programs of the University of Wisconsin – Extension (UWEX).

To promote understanding of responsible gardening practices and provide a link between the community and UWEX.

To develop and increase horticultural knowledge for all Master Gardeners, thereby providing effective horticultural resources and expertise for Ozaukee County residents.

To provide educational programs supporting environmentally sound horticultural practices. Promote environmental stewardship.

Article III -- MEMBERSHIP

Membership in the Association shall consist of the following categories:

A. Voting Members

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 requirements for Master Gardeners as defined by the UW-Extension.

Intern Master Gardeners – those persons who have completed the UW-Extension Master Gardener Training Program but have not satisfied the service requirement for certification.

B. Non-voting Members

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. Voting rights are suspended until UW-Extension requirements for re-certification have been completed.

Student Master Gardeners - those persons currently taking Master Gardener training but who have not completed the training program.

- must work with a certified or Intern MG on any MG project
- Must not represent themselves as a UW-Extension MG, or give advice representing UW-Extension, until they become Intern MGs.

Associates - those persons who join during the period when MG training is not available but plan to comply with the standards set for Certified Master Gardeners at the next available training opportunity. An Associate member:

- Must work with a Certified or Intern MG on any MG project
- Must not represent themselves as an UW-Extension MG or give advice representing UW-Extension until they become Intern MGs.

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 MG training. Friends also include persons who take the MG training for a higher fee with the understanding that there will be no volunteer service hours required. The Ozaukee Master Gardeners may annually designate honorary friends of Ozaukee Master Gardeners. The organization will pay WIMGA dues for these honorary members. These honorary friends are those individuals who provided major support to the educational efforts of the Ozaukee Master Gardeners.

Article IV – Volunteers and Volunteer Activities

Master Gardeners volunteer service to their community, and report amount of time and the activities to their local Extension office on a calendar year basis. Master Gardeners are responsible for educating homeowners and the community by disseminating university, research-based horticultural information.

Volunteer work should be done within Ozaukee County; however, special arrangements can be made with the Extension agent or designated coordinator to participate in activities outside the county (i.e. Farm Progress Days, region and state meetings.) Time sheets shall be maintained by individuals of the hours volunteered as Master Gardeners, and shall include hours volunteered toward adult education, youth education and service activities. A minimum of thirty-three percent (33%) of volunteer hours shall be directly related to UWEX or Master Gardener projects or programs.

Volunteer activities. Master Gardeners may include, but are not limited to the following activities:

Adult volunteer activities

- Assist with horticultural programming in the community.
- Respond to telephone calls and emails from area residents.
- Assist clientele that come into the Extension Office for information.
- Provide non-biased, correct answers that do not promote a product, an institution, or a business.
- Participate in design and operation of exhibits, displays and demonstrations.
- Promote Cooperative Extension and the Master Gardener Program whenever possible.
- Develop a topic interest area so that can be shared it with others by giving talks or programs.
- Make presentations to garden clubs and other community organizations
- Communicate with the county or government/unit coordinator about your Master Gardener activities.
- Identify horticultural problems or programming areas in which education is needed.
- Answer **only** home horticultural questions, not commercial ones. (All commercial horticultural questions **must be** referred to the horticultural educator.)

Youth volunteer activities

- Make presentations to 4-H groups, youth organizations, youth clubs, etc.
- Participate and organize school activities such as Arbor Day, Earth Day and horticultural tours.

Service volunteer activities

- Serve as a committee member of your local organization
- Participate in Arbor Day planting
- Design and/or plant park gardens and public areas.

Article V – Officers, Duties, Elections

Election of Officers: The members at the Annual Meeting shall elect from their members a President Elect, First Vice-President, Second Vice-President, Secretary, and Treasurer. All officers must be Certified Master Gardeners, who are in good standing of this association. The officers shall be elected at the annual meeting to serve a one-year term. The members at large will be elected for alternating three year terms, the membership will elect one person each year.

Method of Election: The President shall appoint a nominating committee at least 30 days prior to the Annual Meeting. It shall consist of one Executive Board Member (officer) and two or more non-board members. The nominating committee shall submit a slate of officers for nomination at the Annual Meeting. Additional nominations may be made from the floor by the general membership. An officer may be re-elected to his (her) post for no more than two (2) consecutive terms, with the exception of the President and President Elect. The President Elect shall become President in the following year. The President shall serve as Past President for one year following the term as President.

Executive Board: The six officers, three members-at-large, Past President and the advisor shall constitute the Executive Board, and shall be responsible for the day-to-day operations of the organization.

The chairperson of the Executive Board will be the President Elect for a one year term. The Board will meet bimonthly or as determined by the chairperson. The Board may fill any vacancy which occurs with a certified master gardener member until the next scheduled election. A quorum will consist of at least six members. At the organization meeting of the Executive Board, the board shall review the organizational by-laws.

Duties of Officers:

The duties of Officers are described in Appendix D.

Article VI – Committees

Committees will be appointed by the Executive Board on an as needed basis to perform specific duties.

Article VII – Meetings

The annual meeting of the members of the Association shall be held on the second Tuesday of January at a time and place established by the Executive Board, at which time the Officers of the Association shall be chosen from among the members. It shall be the duty of the secretary to give notice, in person or by mail, to all members, of the annual meeting at least 30 days prior to the meeting. The association year shall run from January through December.

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.

Regular association meetings and committee meetings shall be held at a time and place determined by the membership. When thought necessary, special business meetings or committee meetings may be held outside of the regular monthly meetings.

Article VIII – Logo

The official logo for this association shall be as shown in Appendix A.

Article IX – Dues

Membership dues shall be \$20 per year, payable before October 1st, which shall include membership in WIMGA. New members who join after July 1st of any calendar year shall pay only \$10, but will not be included in WIMGA membership until the following year.

Article X – Fund Raising

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

Article XI – Amendments

Amendments to the by-laws may be made at any time by a two-third vote of the membership present. Notice of proposed changes shall be sent to all members at least two weeks prior to the meeting.

Article XII – 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 for the purpose of promoting horticultural activity.

Amendments

Revised: April 2, 2002
Article V was revised to permit single signature on checks of Treasurer, only, instead of dual signature of Treasurer/President.

Revised: September 4, 2002
Article VII was revised to reflect a changing the Annual Meeting from November to the second Tuesday of January.

Article IX was revised to reflect a specific amount for annual membership dues and provision for a reduced amount applicable for those joining after July 1st.

Revised: January 14, 2003
Change Article V – Officers, Duties, Elections; Executive Board; to read:

Executive Board: The four officers, three members-at-large, and the advisor shall constitute the Executive Board, and shall be responsible for the day-to-day operations of the organization.

Three members-at-large shall be elected by the membership at the annual meeting to serve a one-year term.

Revised: January 14, 2003
Change Article V – Officers, Duties, Elections; Election of Officers; to read:
Election of Officers: The members at the Annual Meeting shall elect from their members a President, Vice-President, Secretary, and Treasurer. All officers must be Certified Master Gardeners, who are in good standing of this association (except for calendar years 2002 and 2003, where Intern Members in good standing may be eligible for office). The officers shall be elected at the annual meeting to serve a one-year term.

Revised: January 10, 2006
Article II – Added statements regarding environmentally sound practices and stewardship.
Article III – Further defined naming of honorary friends of Ozaukee Master Gardeners
Article IV – Added responding to emails from area residents under adult volunteer activities.
Article V – Added president elect and first and second vice presidents to officer list. Designated member-at-large terms to consist of alternating three year terms. Method of election expanded to cover president, president elect and Washington County coordinator. Further defined the executive board membership and duties. Further defined duties of officers in appendix D.
Article VI – Switched responsibility for committee appointments from the president to the executive board.
Article IX – Added the October 1st deadline for paying membership dues.
Appendix B – Revised order of business of monthly meetings.
Appendix C – Defined types and titles of committees.
Appendix D – Defined the duties of all officers.

Revised: April 26, 2018
Article V – Removed “Washington County Coordinator” and “The President shall annually appoint someone to serve as the Washington County Coordinator.”

Appendix A -- Logo



Appendix B – Order of Business at monthly meeting

Order of Business

- a. Educational Program
- b. 15 minute recess
- c. Call to order
- d. Introduction of new members and guests
- e. Acceptance of minutes of the previous meeting (handed out at start of meeting)
- f. Acceptance of Treasurers report (handed out at start of meeting)
- g. First Vice-President report (organizational committees)
- h. Second Vice-President report (horticultural committees)
- i. Old business
- j. New business
- k. Open forum for any member who wishes to speak
- l. Adjournment

Roberts Rules of Order will be used when conducting organizational business regarding any matter not addressed in the organizational by-laws.

Appendix C – Committees and Committee Functions

AdHoc

- a. Officer nominations
- b. Audit

Yard and Garden Line

Organization / Operations

- a. Membership
 1. Recruiting
 2. Retaining
 3. Volunteer opportunities
 4. Awards/recognition
 5. Mentoring
- b. Education
 1. Master Gardener monthly meetings
 2. Public Education
 3. MG Continued Education
- c. Newsletter
- d. Publicity
- e. Website
- f. Washington County Outreach
- g. Events
- h. Any other committee approved by the Executive Board

Project

- a. Ozaukee County Fair
- b. Tendick Park
- c. Pioneer Village
- d. Herb & Heirloom Plant Sale
- e. Advocates Shelter
- f. Kuhefuss House
- g. Any other committee approved by the Executive Board

Appendix D - Duties of Officers

- a. The President shall provide leadership, develop the monthly meeting agenda and (s)he shall preside at all meetings of the Association.

Appoint all committees, and have general supervision of the organization. The President shall be an ex-officio member of any and all standing or special committees and should be informed (via email) of committee meetings/events.

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, one of the other officers shall serve as alternate representative in his/her place.

- b. The President Elect shall preside in absence of the President or at the request of the President. The President Elect shall be involved and work with the President in the general supervision of the organization with the intent of learning the job responsibilities for the next year.

Shall also manage the grants committee, reporting to the Executive Board and the monthly membership meetings. The President Elect will oversee Master Gardener membership raffles. As a general rule items less than \$15 in value will be used as a free raffle and items greater than \$15 will be used as a small fund raiser.

- c. The First Vice-President shall preside at meetings at the request of the President or in the absence of the President and President Elect. The First Vice-President shall manage the organizational committees chairpersons and give a report at the monthly membership meetings on the committees activities. All organizational committees will be determined by the Executive Board.
- d. The Second Vice-President shall manage the horticultural / gardening committees chairpersons. The Second Vice-President shall report at monthly membership meetings on the committees activities. All horticultural committees will be determined by the Executive Board.
- e. The Treasurer shall be responsible for all of the organization's funds; receive and issue receipts for monies due and payable to the organization, deposit monies in the organization's name in an authorized financial institution and make disbursements by check on the organization's authorized depositories. All checks shall be signed by the Treasurer.

Shall keep an accurate record of all funds, prepare a monthly Income Statement and report such activity to the membership on a regular basis, including an annual report subject to an audit.

Investing of funds will be a joint decision of the Executive Board and to be acted upon by the Treasurer.

Shall determine annually if the organization is required to file Federal and State tax reports.

Shall maintain the book of records using the cash method on a calendar tax year.

- f. The Secretary shall keep an accurate record of all meetings of the organization and the Executive Board, and see that all documents, records, and correspondence belonging to the organization and properly retained in the Ozaukee Master Gardener files at the U.W. Extension office. The Secretary shall see that all notices are duly given in accordance with these By-Laws or as required by law.
- g. The Advisor will be the Ozaukee County UW-Extension agent, or a someone designated by him, who shall serve as a liaison between the Extension office and the Master Gardener organization.

- h. The Members at Large shall assist the other officers in carrying out the leadership functions of the organization and complete the duties of any officer unable to fulfill their duties.
- i. The Executive Board will annually appoint an historian to gather and record organizational and committee events and activities. The historian shall organize one or more photographers to take and archive digital photos of events.
- j. A majority of the Executive Board may remove an officer or committee chairperson or member due to inability to adequately perform assigned functions.