

**Jefferson County Master Gardener Volunteer Association  
By-Laws**

**Article I - Name and Location**

This organization shall be known as the Jefferson County Master Gardener Volunteer Association hereinafter referred to as JCMGVA and serves the UW Extension Master Gardener Volunteers of Jefferson County, Wisconsin and the surrounding area. The mailing address shall be:

**Jefferson County Master Gardener Volunteer Association  
c/o University of Wisconsin - Extension  
Jefferson County Office  
864 Collins Road  
Jefferson, WI 53549**

**Article II - Purpose**

- A. The purpose of this Association is exclusively for horticultural education to supplement the effort of the University of Wisconsin-Madison Division of Extension Program, hereinafter referred to as Extension, and thereby provide education and information on horticultural and environmental stewardship to the residents of **Wisconsin** without the inclusion of any purpose or intention of carrying on any business, trade, avocation or profession for profit.
- B. The mission of JCMGVA supports and connects both individual members and affiliated local organizations who assist Extension in community horticultural education and environmental stewardship programs.
- C. The educational purposes are within the meaning of Section 501(c)(3) of the Internal Revenue Code. WIMGA is a Non-Stock Corporation legally registered in Wisconsin.

The goals of this organization shall be:

- 1. To serve the needs of Jefferson County through outreach and horticulture education.
- 2. To encourage continuing education of members by offering speakers, advanced training and field work.
- 3. To promote community service through volunteer activities.
- 4. To recognize members who meet and maintain certification.
- 5. To provide opportunities for the exchange of ideas to further develop responsible gardening practices.

**Article III- Membership**

Membership will include the following categories:

- 1. Voting Members
  - a. Certified Master Gardener Volunteers (MGV) – those persons certified by UW Extension who have met annual continuing education, service, and any other requirements set by Extension for maintenance of certification as a Master Gardener Volunteer (MGV).
  - b. Intern Master Gardener Volunteers – those persons who are in the process of completing Extension requirements for certification as an MGV.

- c. Honored Master Gardener Volunteers – those persons certified by Extension who have accrued one thousand (1000) volunteer hours or ten (10) years of service, have demonstrated significant contributions to the MGV program, and have been approved by Extension for this permanent status.
2. Non-Voting Members
- a. Exempt Master Gardener Volunteers – those persons who have been Certified MGVs who have been unable to complete minimum service and continuing education hours and who have requested exempt status from Extension.

#### **Article IV - Executives**

**Section 1.** Officers – The officers of the organization shall be the president, vice president, past president, secretary and treasurer. You must be a voting member of the organization to hold office.

**Section 2.** Duties of the Officers -

- A. The president shall preside at all meetings, appoint all committees, and shall, in general, perform duties incident to the office. In addition, the president shall appoint a representative to the State Association. The president shall serve as alternate signer on organization bank accounts. The term is two years.
- B. The vice president shall preside at meetings, perform the duties of the President in the absence of the President or at the request of the President, and chair the Project Committee. Upon completion of the vice president's term of office, the vice president will succeed to the position of President. The term may be one or two years.
- C. The past president shall advise the president and chair the Membership Committee. Upon completion of the president's term of office, the president will succeed to the position of Past President. The term is two years.
- D. The secretary shall keep all records of the organization, serve notice of meetings, conduct correspondence and present a written report to the monthly meetings. The secretary will serve a term of two (2) years and be elected in alternating years from the treasurer.
- E. The treasurer shall receive all funds, issue receipts, make disbursements upon authorization of the organization and keep an accurate record of all funds. The treasurer shall maintain a checking account and work with the Executive Committee to audit accounts on an annual basis prior to the annual membership meeting, and to develop an annual budget to be voted on in the January meeting. The treasurer shall serve a term of two (2) years and be elected in alternating years from the secretary.
- F. Terms – The position of President is limited to one term and all other officers will be limited to two (2) consecutive terms.

**Section 3.** WIMGA Representative

The WIMGA representative will serve as the representative of the JCMGVA to the Wisconsin Master Gardener Association. The representative will be appointed by the president, and will serve on the Executive Committee in an advisory, non-voting role. The representative will appoint an alternate representative to accompany them to the annual meeting, and to represent them in the event they are unable to attend a meeting of the State Association. The representative shall serve a two (2) year period, and may be reappointed to the position unlimited times.

**Section 4.** Jefferson County Extension Agriculture Educator

The Jefferson County Extension Agriculture Educator will serve as a non-voting member of the Executive Committee. The Agriculture Educator will advise the Executive Committee and members about operations and projects and direct the local association on matters of compliance with WIMGA programs, priorities and policies. The Agriculture Educator will also coordinate the Master Gardener trainings for the JCMGVA membership.

#### **Article V - Elections**

- A. Officers shall be elected by the general membership at the annual membership meeting to serve the terms described above.
- B. Only Certified Master Gardener Volunteers, Intern Master Gardener Volunteers and Honored Master Gardener Volunteers in good standing are eligible to vote in elections.
- C. Vacancies in all offices occurring before the expiration of the term shall be filled by appointment of the president and shall hold office until the next scheduled election.

#### **Article VI - Meetings**

- A. The annual meeting of this organization shall be held in January.
- B. Regular meetings of the membership shall be held on the second (2nd) Thursday of the each month except December. Exceptions to date and time of membership meeting can be determined by a vote of the membership.
- C. A quorum for the meeting is defined as the eligible voting members present.
- D. A quorum for an Executive Committee meeting is defined as a majority of the current officers.
- E. Meetings will be conducted according to parliamentary procedures in the current edition of Roberts Rule of Order, Newly Revised.
- F. Absentee voting by Mail or Email may be used for election of officers, amendments to the by-laws, and other significant proposals. A copy of the proposal will be mailed physically or electronically to voting members with the words "yes" and "no" at the end, with directions to cross one out, and a signature line. Return the signed page by mail, with "Ballot for (*proposal*)", (where (*proposal*) is replaced by the office or document title), on the back of the envelope, addressed to the secretary or president. Envelopes are not to be opened until the votes are counted. Alternatively, an email may be sent to the secretary or president, with "Ballot for (*proposal*)" in subject, and 'yes' or 'no', and a printed copy will be brought to the vote.

#### **Article VII - Dues**

- A. Voting members will be required to pay annual dues as determined by the state (WIMGA) and local associations as determined by the budget. (Exception: A household (example: husband and wife) would pay (one) local association annual dues plus two for WIMGA.)
- B. Non-voting/ Associate members will pay annual dues as determined by the state and local associations.
- C. Dues will be payable at the time of applying for membership and thereafter by January first (1) for the upcoming year.

### **Article VIII - Committees**

1. Program Committee: Will plan Master Gardener Volunteer educational programs for the year.
2. Project Committee: Will review requests for assistance with projects in the community, make recommendations to the organization, recruit volunteers, and report on the status of the projects with the help of the Extension Educator as needed.
3. Outreach Committee: Will assist in planning for educational outreach in the community and increasing awareness of the Master Gardener Volunteer program. Will address member recruitment, retention, rewards and orientation of new members.
4. Executive Committee: Comprised of officers and appointed committee chairs. The Extension Educator and WIMGA representative will be advisory, non-voting members of the committee.
5. Other committees, ad hoc, will be appointed by the President on as needed basis to perform specific duties. Article IV, Section 4.
6. The president will appoint chairs for committees not chaired by officers for a one (1) year term, maximum 2 years. Committee chairs are voting members of the Executive Committee, and are responsible for reporting their committee's activity to the Executive Committee.

### **Article IX - Conflict Resolution**

The JCMGVA encourages open and direct communication among its membership and leadership when conflicts first arise. It is the responsibilities of the parties involved in any conflict to attempt to resolve it first. If a conflict is unresolvable between involved parties, complaints may be filed by any member, in writing, to the Executive Committee.

The JCMGVA president will then convene a small review panel consisting of a small group of uninvolved members. This panel will gather information and determine a resolution. The panel will see the resolution through with the involved members and write a short report documenting all that transpired.

In the event that no solution can be reached, the Extension Agriculture Educator will review the details of the conflict and work with the Executive Committee to determine a final resolution.

### **Article X - Amendments to the Bylaws**

Amendments to the bylaws may be made at any time by a two-third vote of the membership present. Notice of the proposed change will be given to the members at least one week prior to the meeting.

### **Article XI - Dissolution**

If the organization ever dissolves, any money held in the treasury after the paying of outstanding bills shall be donated at the discretion of the Executive Committee and the Extension Educator for the purpose of promoting horticultural education.

January 2021; Approved at February 2021; Final approval at March 2021 meeting