



Racine/Kenosha Master Gardeners' Association By-Laws (As Amended 10/22/12)

ARTICLE I – Name and Location

The name of this association shall be the Racine/Kenosha Master Gardeners' Association. Throughout this document: RKMGA. Mailing addresses are: UW Extension - Racine County, Western Racine County Service Center, 209 North Main Street, Burlington, WI 53105 and UW Extension - Kenosha County, 19600 75th St., Suite #2, Bristol, WI 53104. RKMGA is affiliated with the Wisconsin Master Gardeners Association. Throughout this document: WIMGA.

ARTICLE II – Civil Rights Compliance

The association provides equal opportunities in membership, participation and programming including Title IX and ADA. No applicant shall be refused membership on the basis of sex, race, creed, or national origin.

ARTICLE III – Purpose

The mission of the RKMGA is to educate, beautify and preserve the community through trained horticulture volunteers. *This will be done in accordance with and in support of the principles of horticulture education as taught by UW-Extension.*

ARTICLE IV – Membership

Membership will include the following categories:

Section 1. Voting Members (Also called VOTING MEMBERSHIP) NOTICE: To be eligible to vote, members must be current on payment of dues.

- A. *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 by UW Extension for maintenance of certification as a Master Gardener.
- B. *Intern Master Gardeners* – those persons who have completed the UW-Extension Master Gardener Training Program but have not satisfied the service requirement for certification.

Section 2. Non-Voting Members:

- A. *Student Master Gardeners* – those persons currently taking MG training but who have not completed the Training Program. They must work with a Certified MG or Intern MG on any MG project and must not represent themselves as a UW-Extension MG or give advice representing UW-Extension until they become an Intern MG.
- B. *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.
- C. *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. They must work with a Certified MG or Intern MG on any project and must not represent themselves as a UW-Extension MG or give advice representing UW-Extension until they become an Intern MG.

- D. *Friends* – those persons who wish to support the RKMGA from industry, business, or the community who do not plan to take the MG training.
- E. *Advisory members* – those UW Extension Horticulture Educators who may attend meetings in an advisory capacity.

Section 3. Improper Influence:

No member shall use their position with the Association to further the manufacture, distribution, promotion, or sale of any material, product, or service, for personal or material gain.

ARTICLE V – Meetings

Section 1. Meetings are held on a regular basis with dates, times and locations as established by the Voting Membership.

Section 2. The December meeting shall be known as the annual meeting and shall be for the purpose of electing officers, receiving a written annual report from the Treasurer, and conducting other business as may arise.

Section 3. A simple majority of Voting Members present is necessary for a motion to prevail.

Section 4. Announcement of meeting dates, times and location shall be made known by one or more of the following: newsletters, postcards, press releases, office postings, e-mail, and RKMGA website.

Section 5. Special meetings may be called by the President or by another officer with the President's concurrence, when, in their opinion, the business of the Association so requires.

Section 6. Business meetings will be conducted using Roberts Rules of Order, except when the same are in conflict with these by-laws.

ARTICLE VI – Dues

Section 1. Dues are paid annually and include membership in the WIMGA.

Section 2. The amount of the dues and the purposes for which the dues may be used are determined by the Voting Membership.

Section 3. Annual dues are required to be paid to the Treasurer within 30 days of when they are due or the member will be dropped as a member of RKMGA and also be immediately removed from all RKMGA and WIMGA mailing lists.

ARTICLE VII – Officers

Section 1. The officers of the association shall be a president, a vice president, a secretary, a treasurer and a member-at-large from each county.

Section 2. The officers shall be elected at the annual meeting to serve a term of one year or until their successors are elected. Their term of office shall begin at the adjournment of the annual meeting.

Section 3. Officers may not serve more than three consecutive terms in the same position.

Section 4. Responsibilities of officers

President shall:

- Assemble the meeting agenda in consultation with the vice president, the UW-Extension Horticulture Educators and the chairs of the standing committees.
- Preside at the regular meetings.
- Appoint, with vice president and consultation of the UW- Extension Horticulture Educators, the Nominating Committee.
- Act as chairperson of the Executive Committee meetings.
- The then current President shall appoint a Member in Good Standing to serve as our Local Representative to WIMGA and to also serve as our District Director, holding both positions for a period of Three (3) years. In the event the Local Representative/ District Director is unable or unwilling to complete his/her term, the then current President shall, within 60 days, appoint a member in Good Standing to complete the three (3) year term.

Vice President shall:

- Preside at regular meetings in the absence of the president.
- Succeed the president if the president is unable to fulfill the term of office.
- Be chair of the Long Range Planning Committee.
- Assist in the appointment of the nominating committee.

Secretary shall:

- Maintain the official records of the association including minutes, correspondence, committee reports, membership lists, standing rules and bylaws.
- Record regular meetings and relay minutes to newsletter committee.
- Be responsible, with the UW -Extension Horticulture Educators, for notification of all meetings.
- Receive requests for, and send out absentee voting ballots.

Treasurer shall:

- Collect and record money for dues, special trips, and any other monies received on behalf of RKMGA.
- Report monthly on the status of the RKMGA treasury.
- Within a reasonable time (but no later than January 31st. each year), make available books, records and accounts of RKMGA for examination by the Budget/Finance Committee (acting as an audit committee).
- Promptly and timely file any required State and/or Federal reporting forms.
- Any expenditure of over \$250.00 shall require the check in payment thereof to be signed by the Treasurer and one of the other officers.

Members-at-Large shall:

- Represent the Master Gardeners of their respective county.
- One member-at-large will be a member of the Project Committee and the other a member of the Program Committee. Each position will be approved by the President.

Section 5. Officers shall be dues paying members of RKMGA in Good Standing.

Section 6. The Executive Committee shall fill an office that becomes vacant before the end of a term.

ARTICLE VIII – Nominations and Elections

Section 1. The president shall appoint a nominating committee, consisting of four members, two from each county, in August of each year.

Section 2. The nominating committee shall present a slate of candidates for the offices of president, vice president, secretary, treasurer, and two (2) at large members of the Executive Committee (one from each county), at the November meeting to be voted on in December.

Section 3. At the November meeting, nominations may be made and accepted from the floor.

Section 4. Members from both counties shall be represented in the slate of candidates.

Section 5. A ballot listing all of the candidates, with space for write-in candidates shall be available in December.

Section 6. Voting Members shall elect the officers for the coming year the day of the December meeting. Polls shall open one (1) hour before the start of the annual meeting in December and remain open for a period of ninety (90) minutes.

Section 7. Voting Members shall be allowed to vote by absentee ballot for officers and at large members in December. All written requests are to be sent to the secretary. The absentee voter must return the ballot no later than the Monday prior to the annual meeting in December.

ARTICLE IX – Standing Committees

Standing committees may be created or disbanded by a majority of the voting members present at the meeting. Members of each committee will elect their own chairperson except when otherwise specified in these by-laws. No committee will make any unbudgeted expenditure without the approval of the Executive Committee.

Section 1. Executive Committee

Consists of the President, Vice-President, Secretary, Treasurer, and two at-large members, one from each county, elected at the December meeting. The Past President, if willing, may be appointed by the President to serve as a non-voting advisor for a period of time to be determined by the President. Minutes of the Executive Committee meetings will be presented to the membership at the next business meeting.

Section 2. Project Committee

The Project Committee evaluates, in consultation with the UW-Extension Horticulture Educators (who are active members of this committee) requests for Master Gardener projects according to guidelines voted on and accepted by the Voting Membership, compiles a list of suitable UW-Extension service approved volunteer opportunities, meets with UW-Extension to plan and evaluate volunteer activities, and prepares reports of volunteer involvement upon receipt of annual project reports.

Section 3. Program Committee

The Program committee arranges programs for monthly meetings and additional educational enrichment programs, seminars and field trips. The UW-Extension Horticulture Educators are advisory members of this committee.

Section 4. Communications Committee

The communications committee prepares and sends the RKMGA Newsletter to inform members of meetings, current events in horticulture, and other information. The committee acquaints the community with RKMGA activities through the media and at events such as county fairs. The UW-Extension Horticulture Educators are advisory members of this committee.

Section 5. Hospitality Committee

Consists of members from both counties. Sets up the room for the regular meeting potlucks and cleans up afterwards. Purchases needed supplies and maintains an inventory of supplies.

Section 6. Budget/Finance Committee

Develops the RKMGA annual budget for approval by the Voting Membership. Does an Audit of the RKMGA finances annually in February and reports to the membership the next business meeting. Reviews any requests for education grants and makes their recommendations to the Voting Membership for their approval or rejection.

Section 7. Long Range Planning Committee

Sets long range goals and strategies, and a tentative timetable for implementing those goals and strategies. Presents the goals and strategies to the Voting Membership for approval or rejection.

Section 8. Retention – Membership Committee

Develops ideas and programs to help get Student Master Gardeners Certified, and to retain Certified Master Gardeners as active members of the RKMGA.

ARTICLE X – Amendment of By-Laws

These by-laws may be amended at any regular meeting of RKMGA by a 2/3 vote of Voting Members present provided that notice was given to all Voting Members at least one month in advance.

ARTICLE XI – Dissolution

In the event of dissolution, financial assets will be given to WIMGA and property assets given to an appropriate, non-profit organization.

Amended March 31, 2003

November 17, 2003

December 12, 2005

August 25, 2008

August 22, 2011

October 22, 2012