



THE WISCONSIN MASTER GARDENERS ASSOCIATION, INC. (WIMGA)

STANDARD OPERATING PROCEDURES (SOP) (revised 4/22/2017)

I. WIMGA BOARD STRUCTURE

BOARD OF DIRECTORS

The Board of Directors consists of fifteen (15) Directors: twelve (12) District Directors, two (2) from each UW Extension District, and Southeast Urban Cluster and three (3) At-Large Directors. ***All Directors must be WIMGA members as well as certified MGVs.*** The UW-Extension MG Coordinator will be asked to verify the status of all candidates with information from the statewide database.

DISTRICT DIRECTORS

District Directors are selected from the certified Master Gardeners who are Local Representatives of their associations within a single district. Election procedures for District Directors and/or their replacements are determined by the Local Association(s). The conduct of the election is at the discretion of the Local Associations. If a District Director vacates his/her position, that District must choose a replacement from the remaining Local Representatives within 60 days. Terms shall be for three years and be staggered on a three-year schedule.

AT-LARGE DIRECTORS

At-Large Directors are chosen from the entire WIMGA membership. To be considered, candidates must supply a written profile discussing their MGV involvement for publication in the January Newsletter (submission deadline of December 1 or earlier). Ballots are sent to the WIMGA Treasurer where they are tabulated, and the results sent to the President and Nominating Committee in advance of a designated meeting. The newly- elected At-Large Director begins his/her term at the next Board meeting. If an At-Large Director vacates their position, the Nominating Committee will choose replacement candidate(s) within sixty (60) days, and the full Board will elect the replacement.

LOCAL REPRESENTATIVES

Local Representatives are selected from among the MGVs of their respective Local Association. Local Representatives must be certified Master Gardener Volunteers in good standing with UW-Extension Service. Term limits shall be determined by each Local Association. If a Local Representative vacates his/her position, the Local Association must designate a replacement within sixty (60) days.

II. WIMGA MEMBER DUES

WIMGA dues are \$5 per person. It is the responsibility of each Local Association's Treasurer to assure dues are paid by January 15 of each year and sent to WIMGA's Treasurer along with a list of current paid members. MGVs not affiliated with local associations need to send their dues directly to the WIMGA Treasurer by January 15 of each year.

Participants in Level 1 Master Gardener Training through the UW-Extension MG Program Office will receive the WIMGA Newsletter until the next calendar year (the following year for those beginning in the fall), provided the local Extension Agent forwards participants' contact information to the WI MG Program Office.

III. WIMGA BOARD MEETING SCHEDULE

The Board of Directors holds all-day, quarterly meetings and two Face-to-Face meetings with Local Representatives. When there is something in need of an immediate Board decision, it is at the discretion of the President to request all Board members participate in a WISLINE call.

The agenda for regular Board meetings is approved by the President and then sent electronically to the Board and the Local Representatives approximately two weeks before the meeting. Any member of the Board can request an item for the agenda. If any WIMGA Local Representative has an item they want to place on the agenda, they need to bring it to the attention of their District Director.

The WIMGA Secretary keeps minutes of all meetings. After each Board meeting, minutes of the meeting is sent out by email within two weeks of the meeting to Board members and Local Representatives to allow them to keep up- to- date with WIMGA activities. A copy is posted as well on the WIMGA Website.

IV. WIMGA OFFICERS AND BOARD RESPONSIBILITIES

PRESIDENT

- Chairs Board meetings.
- Approves agenda.
- Appoints Standing Committee Chairs by **January 1** of each year.
- Calls for special meetings as needed.
- Breaks tie votes as needed.

VICE PRESIDENT

- Assumes duties of President when the President is unavailable.
- Acts in an advisory capacity to UW-Extension.
- Chairs at least one Board committee.

SECRETARY

- Writes and distributes to all WIMGA members the official minutes of Board of Directors' Meetings and WIMGA's Annual Meeting within **two weeks** following the meetings.
- Serves on at least one Board committee.
- Maintains official copy of Association by-laws, Standard Operating Procedures (SOPs) and copies of all official correspondence.

TREASURER

- Receive all receipts and disbursements.
- Pay bills.
- Keeps the Association's checkbook and all banking records of the Association.
- Maintains official copies of past and current budgets and copies of past audits.
 - Keeps official copy of Incorporation papers
- Manages the WIMGA Grants Program.
- Serves on at least one Board committee.

ALL BOARD MEMBERS

- Attend all Board meetings.
- Participate at WIMGA Annual Conference(s).
- Participate in at least one WIMGA working committee.
- Share the work of WIMGA with their respective local associations.

DISTRICT DIRECTORS

The twelve (12) District Directors give regional geographic representation based on the six (6) UW-Extension Districts/Urban Clusters to the WIMGA Board and represent those associations in those districts. District Directors are chosen by their Local Representatives.

- Represent the MGVs and associations in their districts.
- Serve on at least one WIMGA Board committee.
- Attend WIMGA Board meetings and notify the WIMGA Secretary in advance if unable to attend.
- Attend WIMGA Conferences as a WIMGA Board member and host.
- Shares the work of WIMGA with their respective local associations through a written report.
- Bring to the attention of WIMGA any issues, concerns from the associations they represent.
- If an item is time sensitive, it is the District Director's responsibility to contact the Local Representatives and officers of the member association to (a) make them aware; (b) request an immediate response.
- Communicate regularly with associations they represent. This may be accomplished by e-mail, phone calls, district meetings, newsletters or personal visits.

AT-LARGE DIRECTORS

The three At-Large Directors are elected by the membership of WIMGA as a whole and represent all MGVs in the state, especially those who are independent of any member association of WIMGA. The At-Large Directors do not need to be a Local Representative, but be a certified Master Gardener in good standing.

Responsibilities

- Represent MGVs statewide.
- Attend WIMGA Board meetings and notify the Secretary in advance if you are unable to attend.
- Serve on at least one WIMGA Board committee.

LOCAL REPRESENTATIVES

Each member association chooses a Local Representative to represent their association in all official business with regards to WIMGA. The Local Representative is the one recognized contact person for its respective association. If an Association feels a need to have an alternate, the Local Representative can forward all the information to the alternate.

Responsibilities

- Share a summary report of each meeting of the WIMGA Board to the local association.
- Respond promptly to requests for input from the WIMGA Board. Bring to the attention of the District Director(s) any issues you or your association members want the WIMGA Board and/or the WIMGA MG Advisory Committee to address with the UW-Extension.
- Make certain your local Treasurer sends in yearly dues and addresses of members (by January 15) to the WIMGA Treasurer.
- Provide the WIMGA Secretary with a current list of the local association's officers and any other changes as they occur due to elections or resignations.
- Notify the WIMGA Secretary of any changes in addresses, phone numbers and/or e-mail addresses.
- Participate on any of the WIMGA committees and/or strategic initiatives as a member with full rights on that committee.
- Assist in District-wide communication in conjunction with the District Directors. This can be done by attending District meetings.
- Attend the spring and fall Face to Face meetings of Locals Representatives with the WIMGA Board.
- Direct any questions you have concerning WIMGA to the District Director(s) who represent your Association on the WIMGA Board.

Note: Your driving time to WIMGA Board meetings or District meetings counts as volunteer time.

REMOVAL OF A BOARD MEMBER

A Board member can be removed from the Board for a variety of reasons, such as failure to recertify as an MG; more than two (2) unexcused absences from Board meetings within one year, or failure to comply with the WI State MG Guidelines. Any Director can bring up dismissal as new business at any Board meeting and after appropriate discussion; a vote will be taken on a motion of dismissal.

V. ADMISSION OF A LOCAL ASSOCIATION TO WIMGA

A local association may join WIMGA by petitioning the State Association for admission in writing and by supplying the State Association with:

- A cover letter requesting admission to WIMGA;
- A copy of its by-laws including the names and contact information of its officers including address, phone number, email of its officers;
- The name and contact information of their designated Local Representative to the WIMGA Board;
- Its official postal address.

The petition needs to be sent to the current President of WIMGA preferably by email. The President will send written or electronic confirmation of receipt of the petition. A copy will be sent to the WIMGA's Executive Committee and UW-Extension Program Coordinator to review the petition and make recommendations to the full Board.

The full Board then will vote on the petition at the next regularly scheduled WIMGA business meeting. Upon acceptance by the State Association, the Local Association will submit:

- A membership list (including members' addresses) to the UW-Extension Program Coordinator and WIMGA Treasurer;
- The members' dues for the year to the WIMGA Treasurer (if not already paid);

The WIMGA Secretary will forward the name of the designated Local Representative to the WIMGA Board and add the Local Representative name to the WIMGA Website.

VI. ANNUAL WIMGA MEETING

The Annual Meeting of the WIMGA is held at its Annual Conference each year.

By-law Changes

By-law changes are presented at the annual WIMGA meeting for a vote. It is the responsibility of a designated individual from each Local Association to assure that only qualified members attending the Annual Meeting vote. Members who are unable to attend the meeting, but wish to vote, may obtain an absentee ballot form from the WIMGA Treasurer that must be returned to the WIMGA Treasurer by the date indicated on the form.

Suggested revisions to the Association's By-Laws will be submitted to the Procedures Committee six (6) months prior to the Annual Conference so that the Committee has time to work on the wording before submitting the revisions to the full Board. Any revisions to be presented at the Annual Meeting for consideration by the general membership must be discussed and voted upon by the Board in time to be published in a WIMGA Newsletter issue at least thirty (30) days prior to the meeting. This will assure that all members have had time to consider the revisions before the Annual Meeting.

VII. WIMGA SPONSORED CONFERENCES IN PARTNERSHIP WITH LOCAL ASSOCIATIONS

All WIMGA Conference sites will be agreed with the local association(s) through an application/selection process by the WIMGA Board. Applications are available from the WIMGA Website (wimga.org).

Records and information from past conferences are available on the website as a guide to assist the local organizing committee. Additional information may be obtained by consulting with previous conference organizers as well.

A distribution of profits or losses from any WIMGA-sponsored conference with Local Associations will be equally divided: 50% of any profits or losses going to the local association(s), and 50% of the profit or loss going to the WIMGA.

The WIMGA Treasurer will review the disbursement and credits received from the conference.

VIII. WIMGA STANDING COMMITTEES

The newly-elected President shall review and appoint all Committee Chairs and Committee members annually by **January 1**.

STANDING COMMITTEES

1. Master Gardener Advisory Committee

Makeup: President, Past President and three (3) Board members appointed by the President.

Responsibilities:

- Act in concert with UW-Extension Committee Members* to advise UW-Extension on WI MG Program standards, guidelines and issues.
- Meet with UW-Extension and prepare a report to be distributed to the Board and Local Representatives two weeks following the meetings with UW-Extension.

*In addition to five (5) MGVs, the Advisory Committee is made up of the WI UW-Extension Advisors to WIMGA. This includes the UW-Extension MG Director, Program Coordinator and others working with the WI MG Program. The UW-Extension MG Program Director will act as Chair and the UW-Extension MG Program Coordinator as recording secretary. Other members of the Committee will include an Extension Administrator (preferably the ANRE Leader); four (4) Extension county-based staff (agent, educator and other) selected for diversity of program (size, geographic location, type of program); and up to two (2) other members as invited by the Committee (at large). The composition of the Committee may change over time.

2. Conference Committee

Makeup: Three (3) Board members are appointed annually.

Responsibilities:

- Ask Local Associations to host/work with WIMGA in the conduct of an Annual Conference.

3. Executive Committee

Makeup: President, Vice President, Secretary, and Treasurer.

Responsibilities:

- Act on Board decisions on an interim basis.
- Review new association by-laws when they are applying for membership into WIMGA or revised bylaws from existing member groups.
- Serve as Nominating Committee.

4. Finance Committee

Makeup: WIMGA Treasurer and three (3) Board members.

Responsibilities:

- Develop the Association's annual budget for approval by the full Board.
- Review the Association's financial situation and propose policy-related solutions as to how money is raised and expended by the Association.
- Oversee/Approve Education Grants.
- Monitor WIMGA's non-profit status.

5. Strategic Planning Committee

Makeup: Minimum of four (4) Board members

Responsibilities:

- Draft a consistent annual process for setting strategies, goals and projects/activities to be presented to the Board and Local Representatives for approval.

6. Procedures Committee

Makeup: Minimum of three (3) Board members.

Responsibilities:

- Present 'working copy' of the Association By-Laws and SOP Manual to the Board.
- Develop suggested revisions of the WIMGA By-Laws to be submitted to the Board and Local Representatives for discussion and approval.
- Orient new associations to the history and activities of the WIMGA and familiarize them with responsibilities and standard procedures.
- Review periodically suggested changes and maintain the Standards Operating Procedures (SOP) to serve the Board effectively in its work.
- Any suggested changes and/or additions to the By-Laws or the SOP will be submitted to the Procedures Committee, who will then discuss them and work up wordage of such changes/additions and submit them to the full Board for discussion.
- Changes to the By-Laws must be approved by the Association's membership at the Annual Meeting. Changes to the SOPs must be approved by the full Board.

IX. BOARD OF DIRECTORS' STANDARD AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Treasurer's Report
5. Standing Committees' Reports
6. Old Business
7. New Business

X. PROCEDURES FOR PLACING AN ITEM ON THE BOARD MEETING AGENDA

If a Director or Local Association Representative has a concern that they want discussed by the full Board, it needs to be submitted in writing to the President at least two (2) weeks prior to the next Board meeting.

Exceptions are allowed by late-breaking concerns. The Director(s) and/or Local Association Representative needs to request permission of the President to add last minute agenda items and/or call for a special meeting of the Board.