



THE WISCONSIN MASTER GARDENERS ASSOCIATION, INC. (WIMGA) STANDARD OPERATING PROCEDURES (SOP)

(revised April 5, 2024)

I. WIMGA BOARD STRUCTURE

BOARD OF DIRECTORS

The Board of Directors consists of fifteen (15) Directors: twelve (12) District Directors, two (2) from each District as defined in the WIMGA By-laws and three (3) At-Large Directors. ***All Directors must be WIMGA members as well as Master Gardeners in Good Standing as defined in the WIMGA By-laws.*** This will be validated by each Local Association.

DISTRICT DIRECTORS

District Directors are selected as detailed in Section 2B in the WIMGA By-laws. 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. If a qualified candidate for the position of District Director is not identified from among the current Local Representatives, the WIMGA Board will solicit candidates from among WIMGA membership of that District. The Local Representatives for that District will then vote to elect the District Director from the candidates presented for that District.

AT-LARGE DIRECTORS

At-Large Directors are chosen from the entire WIMGA membership. In October of each year the Vice President and the Communications Committee chair will use electronic means to solicit candidates from the membership. To be considered, candidates must supply to the Vice President a written profile detailing their MG involvement. Ballots including the profiles will be sent to the WIMGA membership by electronic means. Completed ballots should be returned to the WIMGA Vice President by the date specified. The Vice President will tabulate and send the results to the President and Nominations Committee prior to a designated Board meeting. The newly elected At-Large Director begins his/her term at the first Board meeting of the new year. 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. The new District Director's term will mirror the remaining term of the At-Large Director being replaced.

LOCAL REPRESENTATIVES

Local Representatives are selected by each Local Association from among the MGs in Good Standing who are members of their respective Local Association. 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 March 1st of each year and sent to WIMGA's Treasurer along with a list containing the names and contact information including, addresses, phone numbers and emails of current paid members. The Local Association will confirm and certify that each of the individuals submitted for membership are MGs in Good Standing. MGs not affiliated with Local Associations need to send their dues, contact information and proof of status with the Program Office directly to the WIMGA Treasurer by March 1st of each year.

III. WIMGA BOARD MEETING SCHEDULE

The Board of Directors will meet with WIMGA Local Representatives at least twice a year either in person or by electronic means. 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 virtual meeting.

Each year the Board of Directors will approve a monthly Board meeting schedule for the coming year at its January Board meeting which will then be published on the WIMGA website.

The agenda for regular Board meetings is generated by the President and then sent electronically to the Board before the meeting. Any member of the Board may 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 who will then decide whether it should be taken forward to the Board or resolved at the district level.

IV. WIMGA OFFICERS AND BOARD RESPONSIBILITIES

PRESIDENT

- Chairs Board meetings.
- Approves agenda.
- Appoints Standing Committee Chairs by **February 15th** of each year.
- Calls for special meetings as needed.
- Breaks tie votes as needed.
- Attends Committee meetings in an ex-officio capacity.
- Has primary responsibility for the communication with the Program Office.

- Chairs the Executive Committee.

VICE PRESIDENT

- Assumes duties of President when the President is unavailable.
- Chairs at least one Board Committee.
- Maintains Board rotation information and updates it annually.
- Oversees the election of At-Large Directors.

SECRETARY

- Keeps minutes of all meetings.
- Emails minutes of Board meetings to Board members for approval at the next scheduled Board meeting.
- Posts a copy of Board meeting minutes on the WIMGA website after the Board has approved the minutes.
- Writes and distributes the minutes of the Annual Meeting to the Board for approval within two weeks of the Annual Meeting.
- Presents the minutes of the Annual Meeting for the approval of the membership at the next Annual Meeting.
- Maintains the official copies of WIMGA's By-laws, Standard Operating Procedures (SOPs) and all other official correspondence.
- Serves on at least one Board committee.

TREASURER

- Receives all receipts and makes all disbursements.
- Pays bills and deposits all receipts on a timely basis.
- Maintains WIMGA's financial and banking records in accordance with Generally Accepted Accounting Principles (GAAP).
- Provides monthly financial reporting to the Board including a current Balance Sheet and Income Statement.
- Develops, in conjunction with the Finance Committee, an itemized annual budget to be reviewed and approved by the Board.
- Maintains official copies of past and current budgets and provides the Board with monthly actual to budget comparison.
- Maintains copies of past financial audits.
- Recommends appropriate investment of funds to the Board and invests those funds as directed by the Board.
- Recommends to the Board the appropriate Risk Management protection needed by the Association.
- Keeps official copy of incorporation papers.
- Provides the annual required information to the State of Wisconsin to maintain WIMGA in good standing.
- Completes any required reporting to the IRS in an accurate and timely manner.
- Manages the WIMGA Educational Grants Program.
- Serves on at least one Board Committee.

ALL BOARD MEMBERS

- Attend all Board meetings.
- Participate in WIMGA Educational events.

- Participate in Local Representative and Local Association Presidents meetings.
- Participate at WIMGA Membership Conference(s) when held.
- Participate in at least one WIMGA Board Committee.
- Share the work of WIMGA with their respective Local Associations.

DISTRICT DIRECTORS

The twelve (12) District Directors give regional geographic representation to the six (6) WIMGA Districts contained in Addendum III of the By-laws. The boundaries for these Districts are proposed by the WIMGA Board of Directors and approved by the membership as a change to the By-laws. District Directors are chosen by their Local Representatives for that District as detailed in the By-laws. The responsibilities of the District Directors include:

- Represent the MGs and associations in their Districts.
- 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.
- Share the work of WIMGA with their respective Local Associations through a written report.
- Bring to the attention of WIMGA any issues, concerns, or ideas from the associations they represent.
- Contact Local Representatives and officers of member associations to make them aware of and request an immediate response when there are time sensitive items. Communicate regularly with the associations they represent. This may be accomplished by email, 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 MGs in the state, especially those who are independent of any member association of WIMGA. The At-Large Directors do not need to be Local Representatives but must be Master Gardeners in good standing.

- Represent MGs statewide.
- Attend WIMGA Board meetings and notify the Secretary in advance if unable to attend.
- Serve on at least one WIMGA Board Committee.

LOCAL REPRESENTATIVES

Each member association chooses a Local Representative to represent its 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 the need to have an alternate, the Local Representative can forward all the information to the alternate.

- Share the District Director summary report of WIMGA Board meetings with the Local Association.

- Respond promptly to requests for input from the WIMGA Board. Bring to the attention of the District Director(s) any issues local representatives or their association members want the WIMGA Board to address.
- Make certain their local Treasurer sends in yearly dues and members' contact information including addresses, phone numbers and emails to the WIMGA Treasurer by March 1st of each year.
- Make certain that their local President provides a current copy of the Local Associations' By-laws when requested by WIMGA and any subsequent amendments to the By-laws when they occur.
- 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 members' contact information.
- Participate on any of the WIMGA committees and/or strategic initiatives where a WIMGA member may participate as a member with full committee rights.
- Assist in district-wide communication in conjunction with the District Directors.
- Attend any scheduled Local Representatives meetings with the WIMGA Board.
- Direct any WIMGA related questions to the District Director(s) representing the Local Association on the WIMGA Board.

REMOVAL OF A BOARD MEMBER

A Board member may be removed from the Board for a variety of reasons, such as found in the current Master Gardener OnBoarding Manual ("OnBoarding Manual") published by Extension and as contained in Addendum II of the By-laws; failure to comply with other requirements within the OnBoarding Manual; **or** more than two (2) unexcused absences from Board meetings within one year. Any Director may bring up dismissal as new business at any Board meeting. 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 WIMGA for admission in writing and by supplying WIMGA with:

- A cover letter requesting admission to WIMGA.
- A copy of the local association's by-laws including the name, address, phone number, and email of each of its officers.
- The association's legal name and the contact information of the individual who will be the association's Local Representative to the WIMGA Board.
- The association's official postal address.

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

The full Board will receive the petition after the Executive Committee has resolved any concerns with the petition and recommend it to the Board for its vote. The Board will vote on the petition at the next regularly scheduled WIMGA Board meeting. Upon acceptance by WIMGA, the local association will submit:

- A membership list (including members' contact information) to the 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 association and its Representative's name to the list of associations located on the WIMGA Website.

VI. BY-LAW CHANGES

By-law changes are presented at either the annual WIMGA meeting or a special meeting called for that purpose. The meeting may be held either in person or by electronic means. 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 WIMGA's By-Laws will be reviewed by the Executive Committee. If the Executive Committee deems it should move forward, a review committee will be named and approved by the Board to do the work needed to proceed with an Amendment to the By-laws. Any revisions to be presented at the Annual Meeting or Special Meeting called for this purpose must be discussed and voted upon by the Board in time to be published in WIMGA communications at least thirty (30) days prior to the meeting. This will assure that all members have had time to consider the revisions before the Meeting.

VII. WIMGA SPONSORED CONFERENCES IN PARTNERSHIP WITH LOCAL ASSOCIATIONS

All WIMGA Conference plans will be agreed upon with the Local Association(s) through an application/selection process conducted by the WIMGA Board. Applications are available through WIMGA.

Information from past conferences may be obtained by consulting with previous conference organizers.

WIMGA start-up money may be available to the Local Association(s) hosting the Conference. A distribution of profits or losses from any WIMGA sponsored conference with Local Associations ("the host(s)") will be equally divided with 50% of any profit or loss going to the host(s), and 50% of the profit or loss going to WIMGA. WIMGA's Treasurer will review the disbursement and credits received from the conference and will provide an accounting of the financial results to the Board and to the host(s).

VIII. WIMGA STANDING COMMITTEES

The newly elected President shall review and appoint all Committee Chairs and Committee members annually by **February 15th of each year**.

STANDING COMMITTEES

The Board may create standing and ad hoc committees as needed. Standing committees may include, but are not limited to:

1. Executive Committee

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

Responsibilities:

- Act on Board decisions on an interim basis.
- Review new association by-laws of all local associations that are applying for membership into WIMGA or revised by-laws from existing member groups.

2. Finance Committee

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

Responsibilities:

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

3. 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.

VIII. 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