

**The Winnebago County Master Gardeners Association Bylaws**  
**(noted as WCMGA below) effective June 2024**  
**[www.winnebagocountymastergardeners.org](http://www.winnebagocountymastergardeners.org)**

All teams and members uphold and support the WCMGA mission:

"Our purpose is to provide horticulture education, community service and environmental stewardship within our community."

**Number of member meetings per year: 4**

- \* September and March: Business meetings
- \* January: Holiday Social and June: Summer Social

**Member meeting format:**

- \* January and June meetings are social events
- \* September and March are business meetings with social and/or CE components (TBD by Meeting Committee).

**Membership** WCMGA membership is restricted to Master Gardeners in Good Standing. All members shall pay dues by December 31st of each year and submit an updated membership form the following January. (Available on website).

**Advisory Team** shall include Director(s), Treasurer, Secretary, Webmaster and Educational Team (optional).

- \* Meets at least twice a year prior to the September and March Business meetings.
- \* 1-year terms starting October 1, but stay on through December 31 to advise/support next team leaders. Renewable terms.
- \* Decisions can be made via email in-between meetings, or may meet as needed.

**Responsibilities of the Advisory Team**

1. Approve all expenditures over \$500
2. Secure adequate liability insurance when needed
3. Keep meeting minutes (Secretary)
4. Review new procedures, policies, Standard Operating Procedures (SOPS), by-laws and make recommendations to the membership as needed/proposed
5. Maintain non-stock status as an association - Treasurer
6. Set membership business meeting agenda and conduct business portion of Fall and Spring Business Meeting - Director(s)
7. Coordinate with other teams
8. Invite all association members/teams and horticulture advisor to the Advisory Team meetings.
9. Encourage member initiative in proposing ideas
10. Zoom or live, pop-ups for special topics as suggested/available
11. Create ad hoc committees or teams as needed

## **Director(s) Role**

- Agendas are prepared for the spring and fall Advisory Team and Business meetings. Agendas are emailed ahead of the meetings. The Advisory Team agendas are sent to current team members and the Business meeting agendas are sent to entire membership from WCMGA email.
- Directors will lead spring and fall Advisory Team meetings.
- The two Social and two Business meetings are facilitated/led by volunteers, and an update is given by the directors at each of these meetings.
- Questions and concerns that arise throughout the year are directed to appropriate Advisory Team members.
- One director will be responsible for membership emails through our WCMGA email. The email list is updated by the treasurer.
- A monthly director email is written for the membership and sent out on the 5th of the month.
- The Strategic Plan suggestions are reviewed yearly

## **Treasurer Role**

Maintain the association financial records, including the checkbook, Invoices and Expenses files, Check Request forms, the Monthly Reconciliation Report and the Annual Budget. Manage payments to WIMGA for all association members and maintain member list with current email and mailing addresses. Submit the member file each year to the WIMGA Leadership.

### **At the Start of the Year:**

~Prepare a simple budget file in Excel; present to the Advisory Team Directors for approval.

~File Annual Non Stock Status Report in February

### **Monthly Tasks:**

~Each month enter all income and expenses in the Reconciliation Report and the Budget file in Excel. Print off the Monthly Bank Statement, and verify balance on the Reconciliation Report.

~Staple all check requests with corresponding receipts and file in the Invoice File.

~Staple all deposit slips to the Bank Statement and file in the Statement File.

~Print the Reconciliation Report and updated Budget file and put into the 3 Ring Binder.

### **At End of Year:**

~Schedule an Audit. File audit form in 3 Ring Binder in December file.

## **Secretary Role**

Take minutes at the two Business meetings each year.

Send the minutes to the Advisory Team for approval.

Forward Business meeting minutes to the Webmaster to include with the next month's newsletter.

Take minutes at the Advisory Team meetings.

Send the minutes to the Advisory Team for final approval.

Once approved, send minutes to the Webmaster for posting to the website. If unable to attend a meeting, assign a delegate and alert the Directors.

### **Education Team Role**

- \* Schedule CE for membership meetings or stand-alone CE for members.
- \* Monitor CE opportunities for posting on Facebook and in newsletter.
- \* Attend Advisory Team and Membership Business Meetings
- \* Develop ideas for member and community education
- \* Submit expenses to Treasurer (Expenses are Pay as You Go).
- \* 1-year terms starting October 1, but stay on through December 31 to advise/support next team leaders. Renewable terms.

### **Communications Team**

- \* Webmaster
- \* Extension Liaison
- \* WIMGA Representative
- \* Project Liaison organization partner

### **Responsibilities of Communication Teams**

1. Maintain Newsletter: Compile information for monthly newsletter: "What is this ?" article, education info, any other articles that are sent for inclusion. Create the newsletter. Webmaster will upload to web. The Webmaster then sends link to Directors. Currently using the 15th of month for submission of articles so completed newsletter can be uploaded by 1st of the month. (eg; newsletter for September, articles due by August 15, uploaded by September 1, link sent to Directors by 4th of the month). General guidelines. Very flexible.
2. Email communications to members/teams.
3. No Meeting Schedule, meet as needed
4. Work is assigned per individual tasks

### **WCMGA Webmaster role** [www.winnebago-county-master-gardeners.org](http://www.winnebago-county-master-gardeners.org)

Newsletter Editor. Upload Business Meeting minutes to the website  
Maintain website, insuring all maintenance fees are submitted to the Treasurer and paid timely. Maintain WCMGA FaceBook page.  
1-year terms starting October 1, but stay on through December 31 to advise/support next team leaders. Renewable terms.

### **WIMGA Rep Role:**

- Attend WIMGA meetings, via Zoom, twice a year.
- Communicate meeting information to Advisory team
- Communicate information to association membership as requested by WIMGA
- 1-year terms starting October 1, but stay on through December 31 to advise/support next team leaders. Renewable terms.

## **Project Liaison Role**

Compiles organization information that is provided and relay it to members via newsletter, website and at meetings. 1-year terms starting October 1, but stay on through December 31 to advise/support next team leaders. Renewable terms.

## **Meeting Teams**

- \* Members volunteer to plan and facilitate each of the four meetings (can meet or work on tasks individually)
- \* Creativity is encouraged to make meetings more lively/interesting
- \* Drawing on member expertise for programs, presentations, etc. is encouraged

## **Responsibilities of Meeting Teams**

1. Set time, place, and reserve venue for meeting
2. Work with Education team on CE ideas
3. Work with Advisory Team to create the Agenda
4. Arrange set up and take down of the venue
5. Plan and carry out social component (refreshments)
6. Alert treasurer of any expenses and incoming payments (complete check request forms and attach receipts. (Check Request Forms are available on the website). All expenses are Pay as You Go.
7. Facilitate meeting; open/start meeting, introduce speaker(s) etc.

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Approved as Bylaws in June 2024

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