

Standard Operating Procedures for Eau Claire Area Master Gardeners

(October, 2020)

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ELECTION OF OFFICERS

- Officers of the board shall be elected by current board directors at the first meeting of the year (January). Former directors attending this meeting for transition purposes are not eligible to vote.
- Nominations of no more than 2 people for each open position shall be requested.
- Nominations and voting should take place for one position at a time, thereby making anyone not winning the vote eligible to be nominated for another open position.
- Voting procedure can be by ballot or by show of hands at discretion of the directors.
- Positions to be filled and eligibility shall follow the directives of the Bylaws, Article V, section 2.

TRANSITION OF NEW OFFICERS

- At the first meeting of the year (January) former officers should be in attendance.
- Former officers should have been prepared to present records in good and current condition.
- Once new officers are voted in, the former officer should transfer all pertinent records to the new officer and explain any ongoing issues or concerns.

BOARD STRUCTURE

Date and time of Board meetings are set by the current Board and may be changed at any time by a vote of the Board. Discussion among members of Board of Directors aimed at finding a mutually agreeable solution to date, time and place for monthly meetings.

- Meetings are kept to one hour (January meeting will be 2 hours)
- Meetings start and end on time
- Prior meeting minutes, financial reports and other documents on the agenda are to be reviewed prior to the meeting
- A tentative agenda is sent to Board members a week or so prior to the meeting with a request for additions/comments
- Final agenda is sent prior to the meeting
- Meetings may be in person or online
- The Board of Directors shall have the power to manage and administrate the affairs of the association.
- The Board of Directors shall consist of five to nine members and shall elect officers among themselves.
- The President, Vice-President, Secretary and Treasurer shall constitute the Executive Committee.
- A majority of the Board of Directors shall constitute a quorum for transacting business.

DUTIES OF ALL BOARD MEMBERS:

- Attends board meetings and notifies President if unable to attend
- Prepares for meetings by submitting agenda items as appropriate and reviewing all the agenda items (minutes, financials, reports)
- Follow's Robert's Rules of order during meetings
- Serve in an advisory capacity to UW Master Gardener Program
- Represent the interests of the Eau Claire Area Master Gardener Volunteer Association
- Serves on at least one committee
- Helps prepare an itemized statement of proposed operating expenses
- Keeps binder up to date by adding monthly agendas, minutes and financials

NEW BOARD MEMBER ORIENTATION

- At the first meeting of the year (January) any new board member should be presented with a binder.
- An existing member of the board (by direction of past president) shall review said binder with all new board members and determine that responsibilities are understood.

BINDERS

- New Board of Director members are given a binder containing important information such as by laws, Standing Operating Procedures, etc. at the beginning of their term of office.
- Board members are responsible for keeping the binders current by adding monthly meeting minutes, financial reports, etc.
- Binders are the property of ECAMGVA and are turned in at the end of a member's term.

SUGGESTED SCHEDULE FOR FIRST MEETING OF THE YEAR (January)

- Call to order (former president)
- Approval of past minutes (former directors)
- Approval of treasurer's report (former directors)
- Election of new officers (new directors)
- Orientation
- New officers meet with former officers (treasurers should schedule bank visit)
- New board members orientation
- New business (new directors & new officers)
- Set dates/times for meetings (new directors)
- Adjourn

REMOVAL OF A BOARD MEMBER

- Any board member can bring up dismissal as new business at any board meeting and after discussion a vote will be taken on a motion of dismissal
- Board member may be removed from the Board for a variety of reasons, such as:
 - failure to re-certify as an MGVA
 - more than 25% unexcused absences from Board meetings within one year
 - failure to comply with the WI State MG Guidelines.

DUTIES OF OFFICERS

PRESIDENT DUTIES:

- Calls for Agenda Items for the Meetings at least one week before the meeting
- Sends out the agenda, previous minutes and the financials 3 – 4 days before the meeting for members to review
- Calls meetings to order on time and adjourns the meetings using Roberts Rules of Order
- Announces business according to prescribed order of business.
- Recognizes members entitled to speak.
- States and puts to vote, questions legitimately raised and announces results of votes.
- Is the liaison, contact and spokesperson for the Eau Claire Area Master Gardeners organization
- Responds to emails that may come into the extension office for Master Gardeners
- Talk with media or finds an appropriate person to do so if needed
- Works with CVTC to facilitate the Horticulture Scholarships

VICE PRESIDENT DUTIES:

- Supports the President in their duties
- Assumes the duties of the President when the President is unavailable

TREASURER DUTIES:

- Oversee and enforce financial controls
- Administer organization checking/savings accounts, credit cards
- write checks/make deposits
- Produce monthly financial statements
- Facilitate annual budget process
- File annual form 990-N with the IRS
- Provide accurate records to the audit committee in a timely manner
- Oversee collection of dues
- Maintain dues payment records
- Remit WIMGA dues to State treasurer before January 15

SECRETARY DUTIES:

- The secretary shall keep minutes and records of all proceedings for ECAMGV Association.
- A copy of these minutes/records shall be sent to each member of the Board of Directors within a week of all proceedings.
- In addition, after the minutes/records have been approved in a subsequent Board of Directors meeting, the secretary shall post such proceedings to the ECAMGV website.
- Shall keep a list of all members for voting purposes. (Work with Extension MGV coordinator and office personnel)
- Coordinates updating the binders

ANNUAL INTERNAL AUDIT PROCEDURES

- Audit should be completed by one board member who is not an officer.
- Audit should be completed between December and January Board meetings.
- Auditor should provide written/dated/signed statement as to findings at the January board meeting.
- At the very least, the auditor should be consider:
 - Are monthly financials prepared and presented to the board on a timely basis?
 - Do financials include all funds and reconcile to the bank?
 - Are any cash handling procedures in writing?
 - Are all funds properly deposited and not used directly to pay expenses?
 - Are all disbursements paid by check?
 - Is documentation, or board approval provided for all disbursements?
 - Are there any checks outstanding more than 3 months?
 - Are there any outstanding payables or disputes?
 - Do the records of dues collected and submitted reconcile?

ANNUAL MEETING FOR EAU CLAIRE AREA MASTER GARDENERS

- The Annual Meeting of the Eau Claire Area Master Gardeners is held in December each year. It can be in person or online.
- By-law Changes can be voted on at the annual meeting or by email or US Postal mail if the Association is unable to meet in person.
- By-law changes need to be sent to members for consideration at least two weeks before the annual meeting if that is the time of voting
- Other business for the annual meeting include, but are not limited to, the announcement of the new board members and the presentation of the Digger Award.

MEMBER EDUCATION

- Continuing Member education is coordinated through the Education Committee. As an MGV we are required to have 10 hours of Continuing Education.
- The Committee will consist of 1 board member and at least two other MGVs
- Member education includes planning monthly continuing education session to be held live or online
- Member education also includes planning the Winter Garden Seminar typically held the first Saturday in February. It has been held at CVTC. If an in-person event is not possible on-line alternatives can be explored. This event is eligible for continuing education hours and is also open to the public

COMMUNICATIONS

- Eau Claire Area Master Gardeners communicate to membership in a variety of methods including the Website, a newsletter and a Facebook page.
- Website: <https://www.eauclaireareamastergardener.org/>. A committee consisting of at least one board member and two others should be trained and have administrator access to the website. Website should be transferred in ownership to the association credit card and a certain position, so it is not individual member dependent.
- Newsletter: There is a newsletter editor who solicits and receives articles and news from members. The editor uploads the newsletters onto the website <https://www.eauclaireareamastergardener.org/newsletters>. The newsletter is also sent out by email to members by the Eau Claire Extension Administrative Specialist.
- Email: An up to date email list is kept by the Extension Administrative Specialist
- Facebook: <https://www.facebook.com/Eau-Claire-Area-Master-Gardener-Volunteers-341929899171619>.
- The Communication committee members need to have administrator access to the Facebook Page to help keep it updated with new events.

PROJECT APPROVAL PROCESS

- Ongoing projects should be evaluated every 5 years to determine if they still meet appropriate criteria.
- New projects should be evaluated before presentation to the board for approval.
- Evaluation Committee should be appointed by the board and consist of at least 1 current board director and 2 other members in good standing. Appointment to this committee does consist of a minimum or maximum term limit and is by discretion of the board of directors.
- Criteria considered should follow the 19 placemaking principles as appropriate, but at a minimum should consider:
 - Community values & interest
 - Community integration
 - Community involvement
 - Affordability
 - Ongoing commitment
 - Benefits
 - Member involvement

STANDING COMMITTEES

- Committees that are considered essential and are ongoing
- Report to the Board of Directors
- Typically have a lead person, who is responsible for seeing that the mission of the committee is carried out
- A list of standard committees, with the name and contact information of the lead person, is maintained by the board

CALENDAR

- Reminder is posted in the Newsletter in October for the Education, Project, Finance, Communication and Membership Committees to review up-coming events.
- Committees chairs propose the events to the Communication chair by mid-November. Calendar is prepared, ready for publication at the December meeting.

DIGGER AWARD

- The Digger Award is voted on by the board each October/November.
- They nominate and vote on a member they feel has given an extra amount of time and energy to our program during the year.
- It cannot be a board member.
- A member takes the plaque to Awards & More to have a plate added with the name and year.
- It is presented at the Holiday Party in December.

PHOTO CONTEST

- Photo Chair's reminder of contest goes in the April newsletter
- Post a final "push" in the July newsletter
- Deadline to send photos is October 1
- Photos are labeled "A" "B" "C" , etc, with the chairperson keeping track of who's who.
- Photos are judged by an outside panel of judges (chosen by the Educational Committee), who are not aware of whose pictures they're looking at.
- Results are posted in the November newsletter.
- Photos are hung in the Extension Office
- Prizes are for First, Second, Third, and Honorable Mention.
- Prizes are awarded at the December meeting.