

**Schedule E. Organizations Not Filing Form 1023 Within 27 Months of Formation (Continued)**

7 Complete this item only if you answered "Yes" to line 6b. Include projected revenue for the first two full years following the current tax year.

Type of Revenue	Projected revenue for 2 years following current tax year		
	(a) From ..... To	(b) From ..... To	(c) Total
1 Gifts, grants, and contributions received (do not include unusual grants)			
2 Membership fees received			
3 Gross investment income			
4 Net unrelated business income			
5 Taxes levied for your benefit			
6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)			
7 Any revenue not otherwise listed above or in lines 9-12 below (attach an itemized list)			
8 Total of lines 1 through 7			
9 Gross receipts from admissions, merchandise sold, or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)			
10 Total of lines 8 and 9			
11 Net gain or loss on sale of capital assets (attach an itemized list)			
12 Unusual grants			
13 Total revenue. Add lines 10 through 12			

8 According to your answers, you are only eligible for tax exemption under section 501(c)(3) from the postmark date of your application. However, you may be eligible for tax exemption under section 501(c)(4) from your date of formation to the postmark date of the Form 1023. Tax exemption under section 501(c)(4) allows exemption from federal income tax, but generally not deductibility of contributions under Code section 170. Check the box at right if you want us to treat this as a request for exemption under 501(c)(4) from your date of formation to the postmark date. ▶

Attach a completed Page 1 of Form 1024, Application for Recognition of Exemption Under Section 501(a), to this application.

NAME: Outagamie County Master Gardeners Association  
FEIN: 39-2009258

Part I. Line 7. Authorized Representative:

Kathryn M. Blom  
Epiphany Law, LLC  
4211 North Lightning Drive  
Appleton WI 54913

NAME: Outagamie County Master Gardeners Association  
FEIN: 39-2009258

Part 1. Line 10.

The organization claims to be excused from filing a Form 990 or a Form 990-EZ because its gross receipts are expected to average not more than \$50,000 per year.

NAME: Outagamie County Master Gardeners Association  
FEIN: 39-2009258

Part II. Line 1. Articles of Association

The organization is an unincorporated association under Chapter 184 of the Wisconsin Statutes, which provides that a nonprofit association is an "unincorporated organization consisting of 3 or more members joined by mutual consent for a common, nonprofit purpose."

The association was formed November 18, 1999, but we formally had the articles of association signed in connection with this application.

ARTICLES OF ASSOCIATION  
Of  
OUTAGAMIE COUNTY MASTER GARDENER ASSOCIATION

These Articles of Association are adopted by the undersigned for the purpose of forming a Wisconsin non-profit association under Chapter 184 of the Wisconsin Statutes (the "Association").

1. Name. The name of the association is:

OUTAGAMIE COUNTY MASTER GARDENER ASSOCIATION

2. Organization. This unincorporated organization is organized under Ch. 184 of the Wisconsin Statutes by more than three (3) individuals joined by mutual consent for the common nonprofit purpose as stated in Article 4.

3. Duration. The period of existence of this Association is perpetual.

4. Purpose. The association is organized exclusively for charitable, educational, scientific, or religious purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. To the extent consistent with the above general purposes, the specific purpose of this association shall be to encourage, foster, support, promote and to provide education in horticulture in Outagamie County while maintaining affiliation with the State of Wisconsin Master Gardener Association.

5. Powers. The Association shall have all powers conferred upon non-stock, nonprofit associations organized under Chapter 184 of the Wisconsin Statutes, and any successor provisions thereto now enacted or hereafter amended but shall exercise such powers only in fulfillment of its above-stated purposes. The Association shall not engage in any of the following activities:

5.1. The Association shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

5.2. No substantial part of the activities of the Association shall consist of carrying on propaganda, or otherwise attempting, to influence legislation; provided, however, that this provision shall not apply to activities consisting of carrying on propaganda, or otherwise attempting, to influence legislation, to the extent the Association has made an election pursuant to and remains in compliance with the restrictions of Section 501(h) of the United States Internal Revenue Code.

5.3. No dividends shall be paid and no part of the net earnings of the Association shall inure to the benefit of any private individual within the meaning of Section 501(c)(3) of the United States Internal Revenue Code.

5.4. The Association shall not discriminate against any employee, applicant for the employment, client or applicant for services because of race, color, religious, sex, national origin or any other classification prohibited by law.

6. Initial principal office. The street address of the Association's initial principal office is 3365 W. Brewster St., Appleton, WI 54914.
7. Members. The Association will have members as provided in the Bylaws.
8. Board of directors. The affairs of the Association shall be managed by the Board of Directors. The number and manner of election or appointment of Directors and their terms of office shall be provided in the Bylaws, but the number of Directors shall not be less than three.
9. Tax Status. It is intended that the Association shall have the status of an organization which is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and which is other than a private foundation within the meaning of section 509(a)(3) of the Internal Revenue Code. This Certificate of Formation shall be construed, and all authority and activities of the association shall be limited, accordingly.
10. Dissolution and Liquidation. Upon the dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of all of the Association's liabilities, dispose of all of the Association's assets exclusively for the purpose of the Association in such manner as the Board of Directors shall determine, or to such organization or organizations organized and operated exclusively for charitable, educational, scientific, or religious purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
11. Amendment. This Certificate of the Association may be amended by a vote of at least two-thirds (2/3) of a quorum of Directors of the Association at a duly noticed and constituted meeting.

*{Signature page to follow}*

Executed: February 2, 2012.

Mary Learnan  
Mary Learnan, President and Director

Gail Clearwater  
Gail Clearwater, Vice President and Director

Chris Schaefer  
Chris Schaefer, Treasurer and Director

Katie Langner, Project Chair and Director

Steve Schultz  
Steve Schultz, Director

Kathy Baum  
Kathy Baum, Education Chair

Julie Peters  
Julie Peters, Fund-Raising Chair

Jessica Wickland  
Jessica Wickland, Coordinator and Director

Anne Van Handel  
Anne Van Handel, Secretary and Director

Kevin Jarek  
Kevin Jarek, Advisor and Director


Sonnet Uhlenbrauck  
Sonnet Uhlenbrauck, Director

Tom Wentzel  
Tom Wentzel, State Rep and Director

Coleen Reed  
Coleen Reed, Communications Chair

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This instrument was drafted by  
and the acknowledgment copy should  
be returned to:

  
**EPIPHANY LAW..**  
Kathryn M. Blom  
4211 N Lighting Drive  
Appleton WI 54913  
920-996-0000 (ph.)  
920-996-0001 (fax)

NAME: Outagamie County Master Gardeners Association  
FEIN: 39-2009258

Part II. Line 5. Bylaws.

The bylaws were adopted October 21, 2010.



# Bylaws of the Outagamie County Master Gardener Association

## Article I

Name: The organization shall be known as the:

**Outagamie County Master Gardener Association**

Address: Outagamie County UWEX  
3365 West Brewster Street  
Appleton, WI 54914

Web site: [www.ocmga.net](http://www.ocmga.net)

## Article II

**Purpose:** The goal of the organization shall be to encourage, foster, support, promote and to provide education in horticulture in Outagamie County while maintaining affiliation with the State of Wisconsin Master Gardener Association.

## Article III

**Section A:** Voting Members of Outagamie County Master Gardener Association:

1. Service Requirements – The Outagamie County Master Gardener Association volunteer hours are to be submitted annually by October 1. Recertifying members need to submit 24 service hours and 10 continuing education hours. Specific information *on approved educational sources* is on the back of the annual hour sheets.

New Master Gardeners have the same time commitment. However, for the initial year only, the 24 service hours may consist of all maintenance hours. These hours may be obtained at any private or public project from the approved projects list.

2. Certified Master Gardeners – Those persons certified by UW-Extension who are in good standing. Persons in good standing must pay their dues by October 1, for the upcoming year, as set by the local association. Good Standing is accomplished by completing the yearly training and service requirements by UX-Extension for maintenance of certification as a Master Gardener as determined by the member's local association.

3. Intern Master Gardeners – Those persons who have completed the UW-Extension Master Gardener general training program but have not satisfied the service requirements for certification.

**Section B:** Non-Voting Members of the Outagamie County Master Gardener Association:

1. Inactive Master Gardeners – those person who have been active Master Gardeners but who have not accomplished the yearly training and service hours required by the UW-Extension as determined by the member's local association. Voting rights are suspended until UW-Extension requirements for recertification have been completed.

2. Intern Master Gardeners – Those persons currently taking Master Gardener training but have not completed the training program must not represent themselves as a UW-Extension Master Gardener or give advice representing UW-Extension until they become *certified* Master Gardeners.

3. Associates – Those persons who join during the period when Master Gardener training is not available but plan to comply with the standards set for certified Master Gardeners at the next available training opportunity:

a. Must work under the direction of a certified Master Gardener on any Master Gardener sanctioned project.

b. Must not represent themselves as a UW-Extension Master Gardener or give advice representing UW-Extension until they become Master Gardeners.

### **Section C: Electronic Voting Procedure**

Each issue to be voted upon will be a written proposal.

The Executive Secretary will write the proposal.

The Executive Secretary will email the proposal (via the communications committee) to all certified Outagamie County Master Gardener Volunteers.

The membership will review the proposal and submit comments within three (3) days of the date of the email or by the specific date requested and cast their vote within the required time frame.

The Executive Secretary will record and tally the votes and present the results to the Executive Board on the fifth day or by the date requested after the original email was sent. The record of the voting results will be retained for a period of one (1) year. A minimum of fifteen (15) members must cast their vote electronically to have a valid vote.

### **Article IV**

**Dues:** Annual dues shall be set by the membership with the fiscal year beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup>. Currently set at twenty dollars annually (\$20.00). Dues must be paid in full by October 1<sup>st</sup>.

### **Article V:**

The Executive Board shall consist of eleven (11) voting members [seven (7) elected and four (4) appointed] and the Advisor. They shall perform duties as listed below.

### **Section A: Elected Members**

**President:** The President shall preside at the regular Business meetings and Association meetings of the Association and shall perform such duties as regularly pertain to the office.

**Vice President:** The Vice President shall perform the duties of the President in the President's absence and provide the program for the monthly Association meetings *in conjunction with the Education Committee*.

**Executive Secretary:** The Executive Secretary shall keep and report the minutes of the Executive Board meetings and is a voting member of the Executive Board. This position can be split between two people with one being a member of the Executive Board and being responsible for Executive Board minutes and one member being responsible for Association meeting minutes, but not as a member of the Executive Board, as needed.