

POLICIES AND MOTIONS OF THE JACKSON COUNTY MASTER GARDENER™ ASSOCIATION

1. Nondiscrimination Policy. JCMGA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.
2. Board Meetings. The JCMGA Board of Directors shall meet monthly on the second Friday of the month at a time and place announced at the previous Board meeting. A change to this schedule is permitted with approval of the Board. Additional meetings may be scheduled as needed. All members are welcome to attend.
3. OSU Code of Conduct: This Code of Conduct applies to members when acting as part of the Association. Any perceived breach of the code is to be reported to the OSU JCMG Program Coordinator. If the breach is determined to be under the jurisdiction of OSU, the matter will be referred to OSU and JCMGA will abide by their decision. If the result is termination from the OSU Master Gardener program, the individual will automatically be terminated from JCMGA membership.
4. JCMGA Principles & Practices of Conduct. A statement of principles and practices of conduct has been adopted by the Board and will be printed in the annual directory. If a breach of conduct is not under the jurisdiction of OSU, JCMGA will act as follows: The President shall convene the Executive Committee which will appoint an arbitrator subject to all parties' approval. The arbitrator will have full power to question all parties involved. The arbitrator's findings will be submitted in writing to the Executive Committee which will then take appropriate action.

5. Expenditure of Funds. The Treasurer is to be guided in expenditure of funds by the following:
 - a. Approval for expenditures within the limits of the adopted budget rests with Working Group chairs unless that person wishes to delegate that responsibility to committee chairs within his/her working group. A list of persons authorized to approve expenditures shall be given to the Treasurer at least annually.
 - b. Any member wishing to make a purchase on behalf of JCMGA must first complete an "Authorization/Reimbursement Request" form estimating the cost of the purchase and obtain approval from their working group chair or other designated person. Anyone who is authorized to approve expenditures may approve his/her own expenditures. After the purchase is made the receipt is to be attached to the form and approval for reimbursement obtained from the working group chair or other designated person. If that person is not available then approval may be sought from the President, President-Elect, or Past President. Approval may be obtained by e-mail, in which case the e-mail record must be attached to the reimbursement form.
 - c. In case of emergency or unanticipated need, the expenditure may be made without written approval, but approval should be sought by telephone and/or email when possible, and in any case, written or electronic approval is required before payment can be made.
 - d. Working Group chairs and others authorized to approve expenditures are responsible for tracking expenditures for their group and remaining within their designated budget unless an increase in their budget is sought and approved by the Board. (Adopted by JCMGA March 2019)
6. Document Archive and Information. An archive of documents relating to formation and operation of the

Association shall be made and maintained in a secure location. The archived documents shall include:

- a. OMGA Articles of Incorporation, OMGA Bylaws, OMGA Policies and Motions, and OMGA 501(c)(3) Exemption Approval.
 - b. JCMGA Articles of Incorporation, JCMGA 501(c)(3) Exemption Approval, JCMGA Nonprofit Mail Permit, JCMGA approved budget for the current year, JCMGA membership list and JCMGA Scholarship agreement with the OSU Foundation.
 - c. A JCMGA Information Manual, containing a copy of each of the archived documents mentioned above, as well as other reference information on the state and local associations, shall be available in the JCMGA Archives to all Association members. It shall be the responsibility of the Archivist to create and maintain this manual.
7. Reimbursement. Reimbursement for expenses to JCMGA officers and members whose attendance away from home is required on Chapter business shall be reimbursement for actual expenses, not to exceed the current OSU guidelines for expense reimbursement.
8. Community Outreach Policy. Articles of Association, Section 2.d, states that the association will "work with other organizations to enhance and promote gardening in the community". The intent of this policy is to define and clarify what JCMGA believes is its role in the community, giving consideration to its membership, financial resources and responsibility to OSU.
- a. The Chapter is often contacted by other organizations and individuals requesting the services of a Master

Gardener. To comply with the mission to enhance and promote gardening in the community and to provide gardening education, Master Gardeners provide services that may include:

- plant identification
 - speaking to a group on a garden-related topic
 - teaching a class on a garden-related subject
 - designing a landscape for a non-profit or government organization
 - Plant Clinic activities, including insect, pest, and disease identification, and providing appropriate
 - OSU approved control measures
 - conducting tours of the demonstration gardens on the grounds of the OSU Extension Service
- b. Master Gardeners are not allowed to represent the Master Gardener Association when doing the following:
- providing gardening labor, or any other kind of labor, for other organizations or individuals, or
 - maintaining gardens other than those at the OSU Jackson County Extension grounds, or
 - promoting a single product, company or organization.
- c. Credit for volunteer hours worked in other than OSU Extension Master Gardener activities needs the approval of the OSU JCMG Program Coordinator or a designee.
9. Board Transition. The outgoing President and incoming President shall ensure a smooth transition of duties from the outgoing Board members to the incoming Board members. It is the responsibility of each outgoing elected official and working group representative to provide a job description and appropriate handover materials to the incoming elected officials and working group representative.

10. Zero Waste. The JCMGA will move toward zero waste.

11. Governing Documents. It is recommended that the Bylaws and Policies & Motions of the Association be reviewed annually.

12. Guidelines for the use of the Association Greenhouses. The guidelines for the Association greenhouses as approved by the Board will be administered by the Practicum committee.

13. Endorsements/Promotions of Outside Entities. The JCMGA Board of Directors must approve all activities dealing with outside commercial or non-profit entities before any commitments are made to ensure that all activities done in the name of the Jackson County Master Gardener Association do not in any way endorse, recommend or promote any commercial products, companies or organizations. When in doubt, the OSU JCMG Program Coordinator will be asked to consult the OSU Statewide-Master Gardener Program Coordinator.

14. Honoraria & Travel Policy.

a. In accordance with OSU policy, a Master Gardener may not receive remuneration for services related to volunteering with the Jackson County Master Gardener Program or the Jackson County Master Gardener Association.

b. Reasonable travel reimbursement for expenses may be made for presenters who are not reimbursed by other entities, coming from beyond counties adjacent to Jackson County (Josephine, Douglas, Klamath, and Siskiyou) up to a maximum of \$200.

c. Honoraria may be offered to non-Jackson County Master Gardener speakers up to \$50 per event.
(Adopted by the JCMGA Board February 2018)

15. Fundraising Policy: The earnings from all JCMGA

entities will be deposited in the JCMGA general fund to be distributed per the JCMGA budgetary process.

(Adopted by the JCMGA Board April 2018)

16. JCMGA Website, Mail Chimp, Facebook, and Garden Beet Policy:

- a. The JCMGA website member section, Garden Beet, and Mail Chimp will be used only for dispersing information from SOREC organizations and Master Gardeners. This information shall be educational and/or a resource pertaining to Master Gardeners.
- b. The JCMGA Facebook page, website public section, and other media may be used for information pertaining to educational and/or resource material, events, and opportunities from SOREC organizations or any organization in a reciprocal relationship with JCMGA.
- c. All information dispersed through the JCMGA website, Garden Beet, Mail Chimp, Facebook page and/or other media will be related to home horticulture and compatible with the JCMGA mission.
- d. All information dispersed through the JCMGA website, Garden Beet, Mail Chimp, Facebook page and/or other media will be accompanied by a statement that dispersement of the information does not imply an endorsement by JCMGA.
- e. All information dispersed through the JCMGA website, Garden Beet, Mail Chimp, Facebook page and/or other media will follow OSU guidelines.
- f. A list of organizations approved by the JCMGA Board to be in reciprocal arrangements with the association will be kept by the OSU JCMG Program Coordinator.
(Adopted by the JCMGA Board August 2018)

17. Garden Modification Policy: Any changes being proposed to the existing JCMGA Demonstration Gardens that involve adding, moving, changing the size or theme, or removing an existing garden, will need to be approved by the OSU JCMG Program Coordinator, SOREC Director/County Leader, JCMGA Gardens Working Group, and the JCMGA Board prior to any changes being executed.
(Adopted by the JCMGA Board December 2017)

18. Garden Education Mentors (GEMS) Recruitment Policy: Any time there is a vacant GEM position there will be enacted a procedure for filling the position that will include the Gardens Working Group Chair, the Demonstration Gardeners Chair, the Apprentice Chair, and the OSU JCMG Program Coordinator.
(Adopted by the JCMGA Board December 2017)

19. Scholarships: JCMGA will provide at least one annual scholarship award in the amount of \$2,500 to an OSU student at the junior level or above, majoring in a field of study related to the plant kingdom. Priority will be given to OSU students who have graduated from a Jackson County high school. Scholarship awards will be awarded to graduates of an Oregon high school when there is not a qualified applicant from a Jackson County high school.

- a. JCMGA will annually deposit \$1,000 to the principal of the OSU Endowment Fund.
- b. The annual scholarship award of \$2,500 will be funded by the payout earned from the OSU Endowment Fund, supplemented by funds from the JCMGA annual operating budget when needed.
- c. A qualified applicant must be a currently enrolled OSU student, at the junior level or above, with at least a 3.0 GPA majoring in a field of study related to the plant kingdom.

(Adopted by the Board December 13, 2019)

Section 20. Working Groups, Committees, and Teams:

Working Groups are established by the Board with assigned areas of responsibility. They may be divided into committees with particular functions and further subdivided into teams to perform specific duties, with chairs or co-chairs to coordinate their work. Committees and teams report to the Board through a Working Group representative, who is nominated by them to be a voting member of the Board. Committees develop and present to their Working Group chair annual goals along with an associated budget. Working Group chairs support and coordinate efforts among their committees and teams, assist with the development of committee budgets, and approve expenditures within budgeted amounts.

(Policies & Motions Last Reviewed: February 14, 2020)

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