

**OREGON MASTER GARDENER ASSOCIATION  
POLICIES & MOTIONS  
August 15, 2009**

**GENERAL**

1. Copies of Association Bylaws will be given to each County Representative for use by county chapters. (11/2/87)
2. OMGA scheduled board meetings shall be held in March, June, July (or August) and November of each calendar year. (8/4/89)
3. OMGA minutes & agendas are to be sent to chapter representatives, alternate representatives, chapter presidents, OMGA officers, state program leader, chapter advisor (agent or program asst.). (3/14/92) (Revised 3/8/97)
4. Political campaign promotion, political literature distribution, etc. have no place in any Master Gardener activities. (Reference Federal non-profit regulations. - 6/6/92)
5. A Service Bar Program will be implemented to recognize the dedication and service provided by present and past OMGA leadership. Implementation is by approved guidelines. (6/5/93)
6. New Master Gardener class members shall receive honorary OMGA membership from January to December during their initial class year. (New class member names go to the Master Gardener Program office for badges in March as well as to the State Database Manager.) Names of new class members and associate members will be purged from the lists after April 1 of the following year if their dues for the following year are not paid by that date. (Revised 3/8/97)
7. Oral reports from chapters at quarterly meetings shall be limited to two (2) minutes and written reports shall be limited to one page. (Motion 8/7/99)
8. State newsletter will be decreased from 4 editions to 3 editions for 2000. (Motion 11/6/99, revised 5/3/09)
9. A cash award of \$100 will be granted to each chapter selected to participate in the Search for Excellence program. (Revised 11/3/01, 8/6/03, )
10. OMGA and its chapters are organized as a group organization according the IRS guidelines. "A group organization is considered to consist of a central organization (OMGA) together with subordinate organizations (i.e. Chapters) which function semi-autonomously. The central organization and each subordinate must obtain a separate EIN number from the IRS. The central organization must maintain a group exemption for its subordinates. For this purpose, it must submit a report to the IRS by October 1 of each year containing information about all changes in the purposes, character and methods of operation of the subordinates together with any additions or deletions to the group. It is noted that all OMGA chapters, with the unique exception of the Marion County Master Gardener Association, are members of the group. (Motion 3/3/01, Revised 5/3/08)

11. Membership cards shall be supplied by OMGA to its chapters for all dues paying members and for all first year Master Gardener program participants (new trainees). (8/6/03)
12. Each Executive Board Member is required to read the Whistleblower Policy (see below policy).

***The Whistleblower Policy of (Oregon Master Gardener Association) Central: (1) encourages Officers, members and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Association: (2) specifies that OMGA will protect the person from retaliation; and (3) identifies where such information can be reported.***

1. **Encouragement of reporting.** The Association encourages complaints, reports or inquiries about illegal practices or serious violations of the Association's policies, including illegal or improper conduct by the Association itself, by its leadership, or by others on its behalf. Appropriate subjects to rise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Association's Executive Board of Directors or Board of Directors, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
2. **Protection from Retaliation.** The Association prohibits retaliation by or on behalf of the Association against any member of Master Gardeners Association for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the President of the Executive Board of Directors or President Elect of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the First Vice President of the Executive Board of Directors. The Association will conduct a prompt, discreet, and objective review or investigation. Members must recognize that the Association may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

13. The record Retention Policy is the recognized requirements of OMGA and IRS for various document retention and disposition (see below policy)

***If the document you create or receive requires an action on your part, then the document should be retained. If the document you create or receive is for informational purposes, then the document need not be retained.***

#### LEGAL REQUIREMENTS

DESCRIPTION OF RECORD	MANNER OF RECORD KEEPING	DISPOSITION
Articles of Incorporation, Bylaws Articles of Association and related Policies	Store in organization record book	<b>PERMANENT</b>
Tax-exemption documents, Application for tax exemption, IRS Determination and any related documents.	Store in organization record book	<b>PERMANENT</b> Federal law require copies of these documents to be held at organization's Head-quarters office. These records

		must be available for public inspection upon request
Meeting/Board documents, including agendas, minutes, & related documents.	Compile & file records on yearly basis. Store in Organization record	<b>PERMANENT</b> Care should be taken to include <u>only</u> necessary information in these documents
Year end Treasurer's financial report/statement	Store in Organization record book	<b>PERMANENT</b>
Treasurer's reports, periodic	Compile and file records on a yearly basis.	<b>3 YEARS.</b> Store with financial records. Destroy after 7 years
Bank statements, canceled checks, check registers, investment statements & related documents	Compile and file records on yearly basis.	<b>7 YEARS.</b> Store with financial records. Destroy after 7 years.
Annual information returns (IRS Forms 990, 990ez, or CT-12	Federal law required that the 3 most recent years returns be kept in the organization's headquarters office and be made available for public inspection upon request.	<b>7 YEARS.</b> Store with financial records. Destroy after 7 years.
Scholarship application	Compile and file records on yearly basis	<b>3 YEARS.</b> Store with scholarship records. Destroy after 3 years.
Scholarship recipient information including names, addresses and school attending	Compile and file applications on yearly basis. Add names to list of past recipients. List should include names, addresses, school attending when scholarship received and year in which scholarship received	<b>PERMANENT.</b> List of past recipients should be kept in organization record book. Additional recipient information including complete application should be filed in a permanent information file.
Selection committee records, including selection criteria used and other documentation regarding the selection process	Compile and file records on yearly basis	<b>3 YEARS.</b> Store with scholarship records. Destroy after 3 years.

14. An annual statement will be given to each Executive board of directors by the Secretary, stating that they have received, read and understood OMGA conflict of Interest Policy.

## COMMITTEES

1. Standing committees and their functions include the following (6/7/03):

Executive: Conducts business that requires action prior to the next board meeting. Chaired by President.

Finance: Submits proposed budgets, monitors investments, and maintains fiscal affairs of the association. Chaired by Treasurer.

Audit: Performs quarterly review of the fiscal reports submitted by the Finance Committee. Chair is appointed.

Marje Luce Search for Excellence: Evaluates chapter projects and honors these at Mini-College each year. Chaired by Second Vice president.

2. Ad hoc committees and their functions include the following (6/703):

Ray McNeilan Scholarship: Awards scholarships to OSU students in the field of Horticulture. Chair is appointed.

Mini-College: Plans and coordinates annual state educational event. Chaired by First Vice President.

Extension Educator Grant: Assists in funding projects or programs by OSU Urban Horticulture Extension Agents. Chair is appointed.

Karl Carlson Memorial Fund: Reviews grant requests for chapter start-up, improvements or projects. Chaired by President-Elect.

Leadership/Officer Training: Coordinates training opportunities for state Master Gardeners™. Chaired by President.

Bylaws, Policies and Motions Clarification: Reviews Bylaws and Historical Motions to determine Association practice. Chaired by immediate Past President.

Nominating Committee: Presents slate of nominees for Executive Committee. Chaired by President-Elect.

Display Board: Maintains the OMGA traveling display board. Chair is appointed.

Fund Raising: Recommends and coordinates projects to raise funds for Association programs. Chair is appointed.

Silent Auction: Solicits donation of items, creates display of items and accounts for auction sales. Chair is appointed.

Standardized Accounting: Promotes standardized accounting procedures. Chair is appointed.

Demonstration Gardens Network: Collects and distributes information on demonstration gardens. Chair is appointed. (11/2/02)

Send-a-Friend: Coordinates and publicizes program for awarding Mini-College scholarships. Chair is appointed.

Awards: Selects recipients of State Master Gardener of the Year and Behind the Scenes Gardener of the Year awards. Committee consists of the State Program Leader, the President-Elect and recipients of the State Master Gardener of the Year award for the immediately preceding 3 years.

## **APPOINTED POSITIONS**

1. The editor of the OMGA newsletter, "Gardener's Pen", shall be appointed by the President.
2. A membership list, including mailing label information, shall be maintained using the Excel program. The manager of this database shall be appointed by the President. (11/2/02, 6/7/03)
3. An OMGA historian shall be appointed by the president.

## **FINANCIAL**

1. Reimbursement to OMGA elected officers, historian, past president and any OMGA Committee chair whose attendance is required shall be as follows for expenses in attending meetings or conducting OMGA business: Travel— 30 cents per mile; Food and Lodging - \$100 per day for those trips over 200 miles one way approximately 4 hours travel time) that require overnight stays. Food and lodging expense shall be allowed for the day prior to the meeting as well as the day(s) of the meeting. (8/24/88, revised 11/14/92, 3/8/97, 8/16/00, 11/3/01, 3/3/07, 6/7/08).
2. All chapters must establish a fiscal year that runs from January 1 to December 31. Federal/State financial reporting shall be accomplished through OMGA. Annual chapter financial reports shall be prepared following a format provided by the State Treasurer and shall be submitted within 75 days of the end of the year.
3. Expenditures within approved budgets for Association activities, Mini-College and committee activities can be paid by the treasurer without further approvals. (Policy)
4. An executive spending cap shall be limited to \$250, unless changed by the Board of Directors. No single expenditure may exceed \$250 without Board of Directors approval. (11/12/92, revised 8/13/94 and 3/1/03)
5. A fund designated as the Karl Carlson Fund shall be established. The purpose and criteria are described in the approved application form. Funding by OMGA is limited to \$2500 per year. Limitations: Grants - \$250 per chapter; Loans - \$500 per chapter. (6/6/92)
6. The association should keep a combined minimum balance of \$2500 in its bank accounts, certificates of deposits and money market accounts. (Liquid assets policy 11/10/90, waived for purchase of display boards for chapters 8/13/94, revised 8/16/00)

7. OMGA books will be audited quarterly. (Bylaws change, 6/25/98).
8. Deadline for chapter OMGA dues is April 1. (Bylaws change, 8/1/98, revised 11/4/00)
9. State Program Leader and OMGA President to negotiate funding for "Grow Your Own". (Motion 11/6/99)
10. OMGA dues beginning in 2010 will be raised to \$7 (Motion 11/6/99, revised 11/1/08)
11. Officer travel for President and President-elect to attend Regional and International Master Gardener Conferences to be determined by the Executive Committee each year based on cost of travel, registration fees, etc. (Motion 11/6/99) A policy for advancement of funds established and form approved (see below policy). Motion 2/2/08, Rewording 5/3/08)

***Request for advancement of funds to attend an International Master Gardener Conference will be handled as follows: The OMGA member will submit an Advanced Funds Form for International Master Gardener Conference to the OMGA Treasurer. The Treasurer will make the request known to the Executive Committee.***

- A. Within 30 days after the IMGC a settling of the expenses will occur. All receipts will be turned in to the Treasurer. If you are owed money, the Treasurer will reimburse you. If you owe additional money, the Treasurer will send you an invoice and payment will be due in 30 days.
- B. If some unforeseen event takes place that the OMGA member is not able to attend the conference for which advanced funds have been received, the funds must be returned to the Treasurer within 30 days. If this timeline is not possible, a repayment plan is to be set up in writing and presented to the President and the Executive Committee.
- C. If at any time the repayment plan is not followed, the following actions will take place: 1)Written notice will be sent by mail from the Treasurer to all Executive Committee members. 2)At the next Executive Committee meeting the default of payment will be discussed and a recommendation formulated. 3)Reporting of the default of payment and the Executive Committee's recommendation will be presented to the Board of Directors at the next meeting

12. Reinstitute the Extension Educator Grant Program in 2003. (Motion 11/6/99, 2001 budget approval 11/4/00, 2003 budget approval 11/6/02)
13. The OMGA President shall be responsible for annual submission of information returns to the IRS (form 990) and the Oregon Department of Justice (Form CT-12) by May 15 of each year for OMGA and its subordinates. The OMGA Treasurer shall be responsible for preparation of these returns. The OMGA Audit Committee shall check to verify that returns have been submitted."

Separate Form 990 returns are to be filed with the IRS by OMGA for OMGA (the central organization) and its group of subordinates (the chapters). All subordinates with gross revenues averaging \$25,000 or more over the preceding three years must be included in the group return. Each subordinate included in the group return must authorize OMGA to include it. A simple Form 990-N (e-Postcard) must be filed for each subordinate not included in the group return. As an alternative, any chapter may elect to prepare and file a separate Form 990 on its own behalf.

A return to the State of Oregon is to be filed only for OMGA. Subordinate chapters, because they are formed as associations instead of corporations, are exempt from the state filing requirement. (Marion County, because of its unique organizational situation, is required to file separately with both the IRS and the state.) (Motion 3/3/01, Revised 5/3/08)

14. The OMGA President and the OMGA Treasurer are empowered to conduct investment business with the brokerage firm, HARRISdirect. (Motion 3/3/2001, name of investment firm changed in April, 2002)
15. The Jan McNeilan Quarterly Meeting Grant of \$300 is available, upon request to the state treasurer, for chapters who have volunteered to host those meetings. Items needed by the State Treasurer in order to reimburse Chapters are as follows: a formal letter requesting the Grant from the Chapter hosting the meeting and copies of receipts for up to the \$300. (8/1/07, Revised 5/3/08)
16. To be reimbursed for expenses incurred on behalf of OMGA by Executive Committee members, Board of Directors or Committee chairs, an Expense Form must accompany receipts for all expenses. The Expense Form and receipts must be submitted to the Treasurer within 30 days of the occurrence of the expense and/or event and no later than December 15<sup>th</sup> of the fiscal year in which the expense occurred. (Motion 2/2/08, Rewording 5/3/08)
17. All checks issued by OMGA are to be cashed or reissued no later than 90 days from date of issuance.
18. If OMGA received two NSF checks from any member of the Association, Extension agent (s), OSU employee (s), or any individual (s) not associated with the Master Gardeners Association, then OMGA will no longer accept a personal check from this individual. Only cash or money order will be accepted. (Motion 8/5/09)

## **MINI-COLLEGE**

1. Full registration fees will be waived for the Registrar, Housing Director, Directors of Mini College and the Silent Auction Chair/s. (8/88, 3/3/07).
2. Notification of speaker/instructor - cost/entitlements will be provided to the treasurer and the Registrar of Mini-College for budgeting and accounting. (10/12/89)
3. Speakers will be given one night's lodging and/or a meal or more in lieu of an honorarium, depending upon the number and timing of the classes taught. The speaker coordinator will provide a list of class instructors and nature of fees to be provided (refunded) if the speakers are not registered. (Policy - 11/10/90) (Revised 3/8/97)
4. A budget item will be included to pay for a special speaker(s) as required. Consideration will be given for honorarium and transportation cost. (11/90)
5. The 20% profit realized from the sale of books at the Mini-College bookstore will be divided equally between the Master Gardener purchaser and OMGA. (6/6/92)
6. Refund of registration fees will be made in emergency situations, upon written request and approval by the Registrar. (Policy - 11/10/90)

7. The Mini-College “books” will be closed 60 days after the Mini-College. No bills, refunds, etc. will be accepted after this date. Closing books will permit preparation of a final report by the November meeting. (Revised 3/8/97)
8. Mini-College will be held on OSU Campus in 2000 and in Ashland area in 2001. A rotation schedule will be established for location in subsequent years. (Motion 6/6/99)
9. Established a Mini-college rotation schedule of one year at OSU and the next year at another location beginning in 2002. Flexibility will be provided for the Board to revise this schedule as necessary. (Motion 8/7/99)
10. The net profit goal for Mini-College shall be established as part of the annual budgeting process and the Registration Fee shall be set such as to meet this goal.
11. OMGA will offer one scholarship per chapter for Mini-College 2001. This scholarship program will be replaced thereafter by a “Send-a-Friend” scholarship fund established for future Mini-Colleges. This fund will be financed by donations solicited from Mini-College attendees through the Registration form. County Chapters will then apply for these scholarships. (Motion 6/2/01)
12. The “Send-a-Friend” fund money will be used until registration completed by end of fiscal year. Amended to amount of previous fiscal year. (3/2/2002) Clarification: Scholarship are awarded from the fund monies that have been collected in previous years. SAF monies collected during registration for the current year are used in subsequent years. (3/2/05)