**MISSION STATEMENT**

**Linn County Master Gardener Association**

The mission of the Linn County Chapter of the Oregon Master Gardener Association is to assist Oregon State University Extension Service with the dissemination of research based information pertaining to gardening and home horticulture to the residents of Linn County and the State of Oregon.

**POLICIES AND PROCEDURES OF THE**

**LINN COUNTY MASTER GARDENER™ ASSOCIATION**

**GENERAL:**

1. Any member can volunteer to perform any garden-related activity individually as a Master Gardener. But, if the activity represents the Linn County Master Gardeners or if any funds are involved, that activity must be presented to the Board for approval and suggestions. Projects and/or events that involve Master Gardeners must be presented to the Board in a written report and must be approved by the Board before proceeding.
2. Master Gardener business that requires a vote shall follow LCMGA Bylaws and be conducted in a way that is accessible to all members.

*Voting by Ballot or Telephone or Email:*  Oregon law does not authorize the Executive Committee or Board of Directors to vote outside of a meeting by ballot. This means that you cannot conduct a telephone poll by calling each director individually or email and then assuming that a majority vote allows you to act. This method does not give dissenters a chance to influence the majority.   
*Electronic Voting*: The Board may conduct electronic voting as determined by the President only when there is an urgent item that needs Board consideration prior to the next regularly scheduled Board meeting. The President should consult with the First Vice President and the Treasurer before conducting an electronic vote. A two thirds (2/3) affirmative vote of all eligible voting board members is required to approve the item.

1. Because of potential health and injury liability issues that could arise, children may not accompany Master Gardener volunteers to Association events and/or activities unless he/she is participating in an organized and approved educational event meant specifically for children. Any child under the age of 18 must be actively supervised when participating in a Master Gardener event and/or activity.
2. A directory is to be printed annually in early March. Information to be included should be submitted in early February. The directory shall include Board members, Committee Chairs, veteran members, trainees, Extension staff, Master Gardener of the previous year, and other organization information as warranted.
3. Membership meetings generally are held on the second Thursday of each month except when tours or alternate activities are offered.

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**AWARDS AND RECOGNITION:**

1. Master Gardener of the Year – A current member shall be honored each year. Nominations shall be made in February by the membership*.*  Membership votes for the Master Gardener of the Year no later than April 30. In May the Association will submit to OMGA the Linn County Master Gardener of the Year (along with a photo and service history article as outlined by OMGA).
2. Certificates of Appreciation- Certificates may be awarded to any member or non-member for outstanding service. Thank you notes can also be written by the Secretary.
3. Recognitions- Committee Chairpersons and Board Members are encouraged to thank and honor the service of other Master Gardeners through our Weekly Newsletter by submitting “Spotlight” recognition articles, Kudos, or Thank You notes to our Newsletter Editor.
4. Service Bars- Service bars honor those members who have contributed 100 hours or more. Additional hours are awarded at increments of 250 hours. Bars are also given for service on the Board. Bars are awarded at the annual Graduation and Awards event.

**COMMITTEES AND PROJECTS:**

1. Standing Committee activities are organized, financed and carried out by active Master Gardeners. The activities are generally long term and must be Board approved.
2. Committee Chairs are encouraged to attend Board meetings but do not have voting rights.
3. All Committee Chairs are required to submit a brief written annual report along with a proposed budget for the next year at the October Board meeting. Project Representatives are encouraged to share their report at the October Board meeting.

**APPOINTED POSITIONS:**

1. All project and committee appointments, including chairpersons, will be reviewed annually. The LCMGA President will work with the Extension Program Assistant to secure project and committee chairpersons.
2. Linn County Master Gardeners/Benton County MGA will have a quarterly publication to be published in January, April, July and October. Articles for these publications should be submitted by the 10th of December, the 10th of March, the 10th of June or 10th of September. The Extension Program Assistant is in charge of gathering articles and submitting them for publication. The Program Assistant is invited to attend Board meetings to gather information pertinent to the membership.
3. A weekly e-mail is sent on Thursdays by the Extension Program Assistant. All articles should be submitted before noon on Thursdays.

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**FINANCIAL:**

1. A Budget Committee shall be appointed in October of each year by the President. The committee chairs of the Garden Tour, Pollinator Conference, and Demonstration Garden should be part of this committee. A proposed budget for the Chapter shall be presented at the November Board meeting and shall be approved no later than the January Board Meeting.

2. Committee chairs are responsible for the budget of their committee and must operate within the approved budget. Any expenditure that exceeds the annual budget must be approved by the Board prior to the expenditure.

3. All requests for reimbursements must be submitted to the Treasurer with a completed disbursement voucher signed by the requester and the committee chair along with the original receipt. The power to sign checks is given to: President, 1st Vice President and Treasurer. Signature Limits for Writing Checks: For checks under $1000, LCMGA policy requires only a single signature. For checks $1000 and over, LCMGA policy requires a second signature. The second signature shall be the President or First Vice President.

4. Board approval is required for any expenditure that is not included in the Annual Budget. Submit a request explaining the nature of the request, the amount requested and an itemized list of items to be purchased.

5. Any grant proposal must have Board approval. If the grant is approved and funds are received by the Chapter, those funds will be made available to the person named on the grant to spend for items specified and itemized in the grant. The Grantee shall present a written report accounting for the funds with receipts and provide quarterly updates.

6. At each Board meeting, the Treasurer shall provide the Board a monthly bank balance and a report comparing actual income and expenses to the approved budget.

7. An annual January audit is required for all financial records for the prior year. It is recommended that two members audit the books and provide a report. The report must capture any corrections, discrepancies, omissions and list recommendations.

8. Annual dues paid by December 31 of the prior year are $15. If dues are received January 1 and later in the current year, the amount is $18. Seven dollars of this amount covers the annual fee for membership in the Oregon Master Gardener Association. Any proposed changes in the dues amount should be an agenda item suggested by the Board followed by a vote of the general Association.

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