

Voting Procedures Policy regarding meeting virtually and electronic voting procedures.

This policy expands on the term meeting in Article VI Section 1a, and Article VII, and written ballot in Article VIII Section 4.

- Chapter meetings will include meetings held in person and/or virtually via internet platforms when meetings cannot be held in person.
- Electronic voting is appropriate and approved in any situation where the board or the membership are not able to meet in person . The vote shall be held electronically via a virtual meeting or other secure internet platform. (Adopted 2/4/2021 & updated 1/31/2023)

Spending Policy To preserve the integrity of the Chapter's finances, the Chapter agrees to these spending guidelines:

- 1.) The Chapter funds all activity through a yearly budget.
- 2.) Revenues are generated by chapter activities such as yearly dues and through hosting the Spring Garden Fair.
- 3.) All funding requests from membership will be submitted to the Budget Committee and then included in the yearly budget. After the budget is approved, any request for additional funds from the community or for special projects will be submitted to the Executive Board for its approval. If the Executive Board approves, the request will be presented to the membership for ratification.
- 4.) Chapter funds will be used primarily in support of the goals of our mission statement for Clackamas County. However, certain funds may be used by consensus of the membership through referendum ballot for specific projects that may be outside the County.
- 5.) The Chapter operates under a zero-budget policy.

Contingency Fund The contingency fund is allocated for use during the year to deal with unexpected operating situations that cannot be specifically identified at the time our budget is being prepared. Authority for use of up to \$250.00 of this fund is delegated to the chapter President in consultation with the Vice-President and Treasurer without prior consultation with the Executive Committee (Board). The use of these reserves will be reported to the Executive Committee (Board) and Chapter Members at their respective next scheduled meeting. The president will also provide an explanation and analysis regarding the expenditure, and if appropriate, plans for rectifying future budgeting shortfalls. In the event the funds needed are in the excess of \$250.00 the Chapter President must consult and receive approval from the Executive Committee (Board) prior to releasing funds. Revised & approved by the Board

12/5//2013

Voucher Procedure

We have established a voucher system to provide a consistent documentary record for each expenditure of the Chapter. Authorization to spend money comes from one of two sources:

1. The annually approved budget, or
2. Members vote for non-budgeted items.

No funds will be dispersed without an approved voucher. The individual who has spent or will be spending money on behalf of the Chapter prepares a voucher. The chair whose budget covers the specific expenditures then signs the voucher. The prepared vouchers is presented for payment to the Treasurer or to the President in the Treasurers' absence. If the budgeted expenditure falls under a category that has no chairperson, the voucher is presented directly to the Treasurer for payment. The Treasurer will then note on the voucher where in the budget the item will be allocated.

When money is requested for any non-budgeted expense, the member making the request will follow the process outlined in the By-Laws, Article VII, Section 3, and present the request to the Executive Board for approval. When the Treasurer writes a check for cash to provide a change drawer for fund-raising functions, the transaction needs to be noted with a voucher and signed by the President or an Executive Board member.

When the Treasurer is reimbursed for expenditures while pursuing Chapter business, this voucher needs to be signed by the President or an Executive Board member.

Budget Procedure

Each committee Chair will receive a budget request form from the Budget Committee in September. The committees will not automatically have renewed budgets each year. Each committee will start the year with a zero budget.

The executive board has the authority to approve non-budgeted expenses up to a maximum of \$200 without the vote of membership.

Soil Test Guidelines

There are basic minimum requirements to run a Soil Testing Clinic. These requirements are technical in nature and govern location, duration, equipment and personnel. If a business desires to conduct a soil testing clinic, a written request must be submitted to the Executive Board no later than 60 days before the requested event. For a full description of the guidelines, please contact the Soil Test Chair.

Policy Regarding Remembrances of Chapter Members Who Pass Away

When the death of a Clackamas County Master Gardener occurs, the Executive Board will authorize a donation of \$50 to be made in Remembrance of the individual to a charity or organization of the family's choosing. In the event no charity or organization is specified, the donation in remembrance of the individual will be made to the Sara Hite Memorial Rose Garden at the Milwaukie Center. (approved by chapter vote Sept 9, 2013)

The donation will be made on behalf of the members of the Clackamas County Master Gardeners, and will be in effect for all paid members who pass away. The Sunshine Committee will be responsible for seeing that the donation is sent to the proper charity or organization. A card to the family will be sent acknowledging the donation in remembrance.

Mini-College Reimbursement Guidelines

All officers of the Chapter (President, Vice President(s), Treasurer(s) and Secretary) may be awarded \$50 each toward their mini-college expenses to encourage attendance. The Chapter benefits from these individuals attending in the following ways:

- Attend leadership training to assist in the management of their office.
- Network and make contacts with other officers throughout the state.

The OMGA representative may also have all Mini College expenses paid, including all classes, meals, and lodging, up to the cost of on campus cost, associated with Mini-College. In addition, up to \$25 may be paid toward transportation. Although all positions are voluntary, the OMGA representative should not bear the financial obligation of attending one of the most important OMGA functions of the year. This is under the assumption the OMGA representative receives no other funds from any other source to attend Mini-College.

Chapter Webpage Policy

1. Web addresses for our page: www.clackamascountymastergardeners.org, www.cmastergardeners.org, www.springgardenfair.org and <http://216.99.222.212/index.html>
2. Webpage content is for chapter business only. This includes any activities and promotions sponsored by CCMG, and official business regarding chapter events and operations.
3. Webpage updating, and maintenance will be the responsibility of the webpage committee. Passwords and other information regarding access to the domain will be kept by the webpage committee, and Chapter Treasurer. (Continued page 4)

4. Webpage will be operated within the policies dictated by Oregon State University regarding ADA compliance and accessibility, along with non-discrimination policies. The current disclaimers required by OSU will be posted as appropriate.

5. The following disclaimers will be posted on the webpage:

About This Web Site:

This Web Site is privately operated by the Clackamas County Master Gardeners™ (CCMG), a Chapter of the Oregon Master Gardeners Association. Content published here is intended to assist the Chapter communicate with our members and the gardening public in Clackamas County Oregon.

All gardening information on the CCMG Site conforms to OSU sustainable gardening practices, and Guidance for Oregon State University Master Gardener Volunteers, as directed by the Oregon State University Extension Service Home Horticulture Program.

Please note that this site is not operated by the Oregon State University Extension Service.

Personal Information: Clackamas County Master Gardener Association does not collect personal information (e.g., name, address or telephone number) unless you voluntarily provide it to us by sending email, participating in a survey or completing an online form. We do not share any personal information with any third parties.

When you visit our Web site, we may automatically collect certain information, such as:

- Domain, country, IP address
- Browser, platform, resolution
- Entrance-Exit Pages, Referrals
- Date, Time
- Search Terms and Search Engines

This is standard practice for Web sites, and is not used for any purpose other than to evaluate how we can design the site to best serve your needs.

Security: This site has security measures in place to protect the loss, misuse, and alteration of the information under our control.

Links to External Sites: This site contains links to external, non-CCMG sites. We are not responsible for the privacy practices or the content of such sites.

(adopted 12-5-2013) (updated 1-30-14)

Spring Fair Oversight Committee

The purpose of this committee is to provide continuity for the Spring Garden Fair.

The Committee would be made up as follows:

- Vice President, Chair
- Spring Garden Fair Committee Chair
- Vendor Sales Chair
- Two Members of the Advisory Board
- The Chapter President, Ex Officio member

Function of the Committee: (available when needed) Set long range goals for necessary continuity and longevity for the Fair. Negotiate with Clackamas Fair Management for long range contract. In the event the fairgrounds will not be available, the committee would pursue other options.

All standing committees would continue to function with the committee chairs coordinating it's activities. The oversight committee would assist the committees as need arises.

Audiovisual Equipment System Policy

This policy addresses the authorized use, storage, and maintenance of all audiovisual equipment that are properties of the chapter.

Equipment shall be used at chapter events or for chapter programs. Any other use will require prior written approval of the chapter's Executive Board.

Each piece of equipment will have a Primary Operator and a Back-up operator. The President shall designate these operators each year and share such information with the membership in January.

Designated operators will recommend to the Executive Board training of additional members when the need arises. Operators will keep a log including 1) date and time use, 2) purpose of use, 3) operator's name.

Chapter members who need to use the chapter equipment for chapter program or event should contact the Primary Operator directly. In the event neither operator is available to operate said equipment, operators will recommend to the President whether someone else should be trained to meet the need of this event or program on a one-time basis. Upon an affirmative decision, a designated member will be trained by an operator. *(Continued page 6)*

The equipment will be stored in climate conditions suitable for its type. Owner's Manual and other instructions, warranty, maintenance records will be kept with the equipment. It is customary for the designed operators to store the equipment in a safe location in their homes, provided such arrangement is approved by Chapter President.

Operator(s) will conduct or contract services for equipment maintenance, as recommend in Owner's Manual of the equipment, and note any maintenance activities in writing to the President. The report is due at the end of each calendar year. The chapter's Executive Board will review this policy annually at year's end. (Adopted January 2, 2011) [Equipment Use Log posted on Members page](#)

Chapter Communications Policy

The Clackamas County Master Gardener Association, its members and committees have several options for communicating information about meetings, activities, and educational and volunteer opportunities. The purpose of the following guidelines is to clarify the process for each of these options and to encourage chapter-wide communication.

1. Clackamas Chatter (monthly chapter newsletter)
 - a. Contact: Chatter Editor
 - b. Submit content by the 10th of each month.
 - c. Distribution is through the monthly Metro Master Gardeners Email, posted on the CCMG and Metro Master Gardeners webpage and through the monthly chapter meeting announcement from the Chapter President.
2. Chapter Email
 - a. Contact: Email/database coordinator with copy to Chapter President
 - b. Chapter business only
 - c. Email distribution is limited to current members and approved associate members.
 - d. Chapter President or Vice President must approve.
 - e. You may submit approved attachments and/or link to the CCMG web site.
3. Chapter Website (www.cmastergardeners.org)
 - a. Contact: Clackamas County Webmaster.
 - b. Chapter business only.
 - c. Content may be a link to your announcement (preferably a PDF) or an addition to a web page (a new event for the chapter schedule of events, for example). (*Continued page 7*)

The Clackamas County Master Gardener Association has a firm commitment to privacy. The use of members' private addresses and telephone information is exclusively for the Chapter membership and will not be shared in any form without the express permission of that member. We will not share personal information with any third parties for any reason. (adopted 12-5-2013)

Records Retention Policy

This policy addresses document retention and storage for chapter Executive Board, and chapter committees listed in Part III. The Retention Committee will be made up of the current chapter Vice President, Secretary and Historian. The senior member will act as chair, if needed.

Part I.

The documents covered are as follows: correspondence including email, all meeting minutes, legal records, tax documents, bylaws & procedures, handbook, directory, website, financial records, endowment reports, grant & scholarship applications, newsletters, member photo releases, and chapter history & photographs. Documents will be kept for the required time frame. Specific requirements for each document are listed below in part II. Outdated documents will be securely destroyed by the outgoing officer/committee chair at the end of his/her term, maintaining the required amount of years of records beginning January 1.

Part II.

- Articles of Incorporation & Association and 10-Minute University™ Trademark registration -
Location: Current filing available- www.filinginoregon.com
Disposition: Permanent Committee: Secretary/10-Minute University™
Saved as: Paper & digital files
- Bylaws and Policies & Procedures -
Location: Handbook, webpage and Officer Books
Disposition: Permanent Officer: Secretary Saved as: Paper & digital files
- Meeting Minutes -
Location: Secretary files Disposition: Minimum of seven years Officer: Secretary
Saved as: Paper & digital files
- Incoming correspondence -
Location: Secretary files Disposition: Minimum one year, or until no longer needed
Officer: Secretary Saved as: Paper & digital files (*Continued page 8*)

- Tax-exempt & IRS documents -
Location: OMGA and Officer Books Disposition: Permanent
Officer: Treasurer Saved as: Paper files
- Yearly Tax report to OMGA -
Location: OMGA and Treasurers files Disposition: Minimum of seven years
Officer: Treasurer Saved as: Paper & digital files
- Financial records, statements and reports -
Location: Treasurers files Disposition: Minimum of seven years
Officer: Treasurer Saved as: Paper & digital files
- Gray & Norrene Thompson Community Grants applications -
Location: Committee records Disposition: Permanent
Committee: Gray & Norrene Thompson Community Grants Saved as: Digital files
- Paul Miken CCC Endowment-
Location: Reports from CCC Disposition: Permanent
Committee: Endowment Committee & Executive Board Saved as: Paper & digital files
- Email correspondence -
Location: email server Disposition: Minimum one year, or until no longer needed
Officers/Committee: Executive Board & chapter committees listed in
Saved as: Digital files
- Email tree -
Location: MailChimp server Disposition: Minimum 3 years
Committee: Email Tree Saved as: Digital files
- Chapter Handbook & Directory -
Location: Paper copy given to membership
Disposition: Permanent Committee: Handbook/ Directory Committee
Saved as: Paper & digital files
- **CCMG Newsletter** -
Location: Webpage and committee Disposition: Permanent
Committee: Newsletter Saved as: Digital files

(Continued page 9)

- Website -

Location: Webpage URL and committee Disposition: Permanent

Committee: Webmaster Saved as: Digital files

- Members' photo releases -

Location: Photographer Disposition: Current members only, destroy others

Committee: Photographer Saved as: Paper files

- Chapter History -

Location: Webpage and committee Disposition: Permanent

Committee: Historian Saved as: Paper & digital files

Part III.

The guidelines listed above applies to the Executive Board including each officer & advisory board position, 10-Minute University, Spring Garden Fair, Gray & Norrene Thompson Community Grants, Endowment Committee, Email Tree, Handbook/Directory, Newsletter, Webmaster, chapter photographer & historian.

Part IV.

Secure online digital storage will be used by the committees listed in Part III - for example Google Drive or the equivalent. Access to this storage should be transferrable to incoming officers/committee chairs. The Treasurer will maintain a master list of all passwords for CCMG email and records storage accounts. A consistent filing system should also be utilized for ease of document retrieval. For Example – Create a folder for the category – MEETINGS- then file for the officer – Secretary-the files in Secretary would be identified by date of meeting 191030 Chapter meeting minutes.

Part V.

It is suggested that other chapter committees and sub-committees apply the above listed practices as needed. (Adopted 12-4-2019)