

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

Officer Positions and Responsibilities

Officers shall be elected by majority vote of the active membership in attendance at the October meeting. Each officer will serve for the calendar year, January 1 to December 31. No officer shall serve more than two consecutive terms except when the position cannot be filled through normal recruitment efforts by the Nominating Committee.

PRESIDENT: Presides at regularly scheduled CAMGA, Inc. meetings as well as Board meetings as arranged. The President shall act as the co-signer for the Treasurer. The President shall appoint committees and chairpersons of committees; committees serve at the discretion of the President. The President shall appoint the Advisory Council Representative and Alternate (January) and the following Special Committees: Nominating (August), Audit (November), By-Laws (As Needed), and Budget (October). The President also shall have the option to appoint a Parliamentarian. The President shall be an ex-officio member of all committees except for the Nominating and Audit Committees. At the conclusion of the President's term of office, all records will be delivered to the incoming

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

President. The outgoing President will sit for one additional year as a Board member.

VICE PRESIDENT: Presides at all meetings in the absence of the President. The Vice President is responsible for:

- Scheduling and coordinating programs for CAMGA, Inc. meetings that further the mission of the organization, including taking responsibility for speaker needs such as audio-visual set-ups
- Planning, promoting, and coordinating field trips for members
- Coordinating members' use of CAMGA, Inc.'s projection equipment and laptop computer
- Maintaining a Speaker's Bureau so that quality horticultural programs are made available to other organizations.

At the conclusion of the Vice President's term of office, all pertinent records will be delivered to the incoming Vice President.

SECRETARY: Prepares and maintains minutes of all meetings and record membership attendance and all votes at monthly meetings. If not previously published

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

in the monthly newsletter, the minutes will be a matter of record and available for membership review. The Secretary shall prepare and maintain the minutes of all CAMGA, Inc. and Board meetings. The Secretary will ensure that the Conflict-of-Interest Policy is signed by the appropriate Executive Board Members annually. At the conclusion of the Secretary's term, all pertinent records will be delivered to the incoming Secretary.

TREASURER: Receives and accounts for all CAMGA, Inc. funds and shall chair the Budget Committee. The Treasurer shall be responsible for the timely payment of financial obligations as well as the preparation and presentation of a monthly financial statement. See Financial Policy shown later in this manual for more detail of the Treasurer's duties. At the conclusion of the Treasurer's term, all pertinent records will be delivered to the incoming Treasurer.

Executive Board and Committee Chairs Policies

Members holding positions in ALL CAPS below are an executive board member and expected to attend monthly board meetings.

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

ADVISORY COUNCIL REPRESENTATIVE:

Attends quarterly meetings of the Alabama Master Gardener Association (AMGA) Advisory Council and is the liaison between CAMGA, Inc. and the state board of directors. Provides summary of the meetings to the Executive Board when requested. May also provide pertinent information from the meetings to publish in the *Garden Buzz*. The position is appointed by the President for a two-year term.

EDUCATION CHAIR: Serves as a CAMGA, Inc. Executive Board member representing all areas listed under Education Chair. Submits budget requests for all subcommittees to the Treasurer by the third Tuesday of October.

- **Public Education Coordinator:** Works closely with the County Extension Agent to develop a public education program for each calendar year. Adjusts the schedule as necessary throughout the year. He or She recruits speakers from Extension Master Gardener volunteers and other horticultural experts; provides follow up to remind presenters of date and time; ensures the necessary technology is available and working for presentations; distributes hand-outs to attendees; emails reminders to

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

participants; provides information to the Publicity Chair for publication; schedules facilities on the Extension calendar; and requests funds from annual CAMGA, Inc. budget. The coordinator must be detail-oriented and computer literate. Submits budget requests to the Education Chair by October 1.

- **Advanced Extension Master Gardener Liaison:** Acts as contact to the local Extension Agent regarding the requirements to achieve Advanced Extension Master Gardener Certification. Educates Extension Master Gardeners on requirements needed to work toward this advanced status. Helps develop curriculum requirements for specific programs at the direction of the local Agent. Maintains a list of CAMGA, Inc. members who have received special certification and provides that information to the Membership Directory Coordinator by the end of each year. When Advanced Certifications are awarded, the liaison will write a feature article for the *Garden Buzz*.

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

- **Helpline Coordinator:** Trains volunteering Extension Master Gardener members to receive and respond to phone calls from the public regarding gardening related issues. Provides timely responses from resources located in the local CAMGA, Inc. Library and various online Extension computer resources. Ensures log of callers to include name, date, phone numbers and responses is kept up to date. The Garden Helpline operates one day a week for 50 weeks each year.
- **Intern Coordinator:** Promotes the EMG program and helps to recruit new interns. Assists the County Extension Agent Advisor with organizing classes. Recruits Extension Master Gardener volunteers to be intern mentors. Coordinates Extension Master Gardener volunteers to provide class meals as needed and helps with set-up/cleanup for classes. Submits budget requests to the Education Chair by October 1.
- **Lunch and Learn Coordinator:** Works closely with the County Extension Agent to develop the annual Lunch and Learn

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

schedule in advance of each calendar year. Adjusts the schedule as necessary throughout the year. He or She recruits speakers from Extension Master Gardener volunteers and other horticultural experts; provides follow up to remind presenters of date and time; ensures the necessary technology is available and working for presentations; distributes hand-outs to attendees; emails reminders to participants; provides information to the Publicity Chair for publication; schedules facilities on the Extension calendar; and requests funds from annual CAMGA, Inc. budget. The coordinator must be detail-oriented and computer literate. Submits budget requests to the Education Chair by October 1.

- **Library Coordinator:** Maintains the CAMGA, Inc. Library. Oversees the purchase, processing, shelving, circulation, and maintenance of library books; maintains a list of books in the collection and periodically submits articles for the *Garden Buzz* Newsletter. Updates CAMGA, Inc. book collection online at <https://camga.net/> under

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

Links. Submits budget requests to the Education Chair by October 1.

MEMBERSHIP CHAIR: Serves as a CAMGA, Inc. Executive Board member representing areas listed under the Membership Chair. Also collects dues and remits funds to the CAMGA, Inc. Treasurer, provides membership information to the Membership Directory Coordinator and the Network Chair for entry into Dues Tracker. Submits budget requests for all subcommittees to the Treasurer by the third Tuesday of October.

- **Membership Directory Coordinator:** Organizes and issues an annual CAMGA, Inc. Membership Directory and Information Guide to all members. Edits, prints, and distributes the directory. Obtains intern information from the CAMGA, Inc. Treasurer via an Excel roster generated from the Service Reporting Website. *Members provide changes to their information and update their information in the Extension Master Gardener Service Reporting Website.* Submits budget requests to the Membership Chair by October 1.

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

- **Hospitality Coordinator:** Coordinates volunteers to provide food and room setup for CAMGA, Inc. meetings, intern graduation, Christmas luncheon, plant sale and other special events as needed. Provides pertinent information to CAMGA, Inc. members prior to each event. Submits budget requests to the Membership Chair by October 1.
- **Membership Care Coordinator:** Sends cards to members who are ill, bereaved, or in need of encouragement. Submits budget requests to the Membership Chair by October 1.
- **Spotlight on Volunteers Coordinator:** Collects and assembles volunteer information and submits it to be printed in the *Garden Buzz* newsletter. Submits budget requests to the Membership Chair by October 1.
- **Reach for the Stars Coordinator (RFTS):** Tabulates CAMGA, INC. volunteer hours and submits them to AMGA's Reach for the Stars Awards program. This program recognizes lifetime volunteer hour milestones by

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

awarding stars and advanced badges per state criteria. Coordinates with Membership Team members to award CAMGA, Inc.'s monthly Robin Award, given for notable service. *To nominate someone for the Robin Award, please notify RFTS Coordinator.* Submits budget requests to the Membership Chair by October 1.

COMMUNITY LEARNING GARDENS CHAIR:

Manages the CAMGA, Inc created landscape surrounding the Elmore County Extension Office from which horticultural instruction is offered to the public, interns, and seasoned master gardeners. Designs, organizes, and maintains the gardens include ornamental beds, water feature, fruit shrubs and trees, and vegetable gardens. Schedules volunteers to work in the gardens and assists with educational events in the gardens. Submits budget requests to the Treasurer by the third Tuesday of October.

NETWORK CHAIR: Serves as a CAMGA, Inc. Executive Board member representing all areas listed under the Network Chair. Submits all subcommittee budget requests to the Treasurer by the third Tuesday of October

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

- **Information Technology Support and Webmaster:** Responsible for the management of information use over the Internet which allows CAMGA, Inc. to effectively communicate between members and potential members. Tasks include maintaining, updating, and helping members/interns use the EMG Service Reporting Website, Dues Tracker, CAMGA, Inc. website, and CAMGA, Inc. Facebook page. Updates Dues Tracker for the Network Chair, Membership Chair, and Treasurer. Maintains a master email list of members/interns using Dues Tracker. Sends out emails to all members/interns as requested by project managers, board members and officers. Maintains and updates website with current CAMGA, Inc. information and activities as provided by board members and officers. Posts monthly Garden Buzz newsletter to website and keeps an archive of past newsletters on the website. Works with website provider and CAMGA, Inc. Treasurer to ensure all website and email subscription fees are paid on time.

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

- **Garden Buzz Newsletter Coordinator:** Writes, solicits, and edits articles for the CAMGA, Inc. monthly newsletter. Coordinates with the County Extension Agent for current information on upcoming events and horticultural data. Finalizes the newsletter and distributes via email to all members using the current email list provided by the Network Chair.
- **Pathway Reporter:** Writes a quarterly article on recent CAMGA, Inc. activities and emails to Pathways (AMGA publication) editor prior to quarterly deadline. Members may submit articles to the Newsletter Coordinator at any time.

PUBLICITY CHAIR: Works closely with both CAMGA, Inc. President and County Extension Agent and is advised by other chairs of current CAMGA, Inc. projects, programs, and Lunch and Learn events to ensure those activities are publicized in a timely manner. Submits information about CAMGA, Inc. events to the Garden Buzz and state newsletter, as well as other media sources, including radio and local TV stations as needed. Writes and/or edits articles and assists project coordinators on

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

documenting CAMGA, Inc. projects. Works closely with Historian/Photographer to provide accurate documentation of events for the annual scrapbook. Submits all subcommittee budget requests to the Treasurer by the third Tuesday of October.

- **Historian/Photographer:** Maintains a photographic record of CAMGA, Inc. activities. Takes photos at monthly meetings, volunteer activities and special events. Creates a new scrapbook each year. Collects newspaper and magazine articles about CAMGA, Inc. and its members and provides the *Garden Buzz* Coordinator with photographs and information of recent events. Works closely with the Publicity Chair. *Members may submit photos to Historian at any time.* Submits budget requests to the Publicity Chair by October 1.

PROJECT CHAIR: Coordinates all volunteer projects. He or she recruits volunteers to serve on the projects committee. Solicits volunteer projects from membership to Projects Chair or any committee member. Schedules projects and notifies membership of details. Submits all

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

subcommittee budget requests to the Treasurer by the third Tuesday of October.

- **Fundraiser/Plant Sale Coordinator:** Plans and executes the annual Plant Sale or any fundraiser established to generate revenue and promote fellowship within CAMGA, Inc. Recruits sufficient volunteers for fundraising events. Provides information to Publicity Chair for timely news releases. Submits budget requests to the Project Chair by October 1.

IMMEDIATE PAST PRESIDENT: Serves as a CAMGA, Inc. Executive Board member for one additional year after term ends.

Audit Committee: Consists of two, active non-Board members who are appointed by the President in November of each year. Conducts a complete review of CAMGA, Inc.'s finances, and submits a written report, signed by both members, to the Board no later than the February meeting of the following year.

Library Policies and Procedures

1. CAMGA, Inc. Library borrowing privileges are for current members only.

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

2. Books may be checked out Monday-Friday during regular Extension hours.
3. To check out a book, fill out the borrower's card with your name and date, and place the card in 3"x5" file box on top of filing cabinet. When you return a book, place it in the box labeled "Book Return" on top of the filing cabinet. The librarian will re-shelve books.
4. Books on the bottom shelf labeled with a red "R" are reference books for Helpline use and should remain in the library.
5. A book may be checked out for up to four weeks (if no other member has requested it.) If needed longer, please renew by signing the card again with the new date. Please return promptly.
6. Donations and Memorials: Please call the librarian before dropping off resources. The librarian will assist you if you would like to purchase a memorial book in memory/honor of a loved one.

Financial Policy

Fiscal management in the operation of all CAMGA, Inc. activities support fulfillment of the organization's mission in the most effective and

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

efficient manner and with full accountability. To accomplish this mission, CAMGA, Inc. commits to providing accurate and complete financial data for internal and external use by the Executive Board (the Board) and the membership of CAMGA, Inc.

Financial Authority

The Treasurer shall be responsible for the day-to-day fiscal management of CAMGA, Inc., which includes:

- Collecting dues from the Membership Chair and maintaining CAMGA, Inc.'s financial records.
- Signing checks (along with the President or Vice-President) and disbursing funds, as necessary.
- Providing a written monthly financial report to the Board and members and shall provide a written year-end financial summary.
- Preparing financial records for an annual audit. The audit process shall be conducted within the first two months of the new fiscal year and the findings reported thereafter.
- Retaining the financial records according to IRS regulations and shall

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

file hard copies of the monthly Treasurer's reports and the Annual Financial Statements in the Elmore County Extension Office.

The Audit Committee will be responsible for conducting an audit within the first two months of the new fiscal year and reporting the findings to the Executive Board and general membership.

The President will appoint an audit committee by the end of the fiscal year.

Banking Institutions

CAMGA, Inc. shall utilize only federally insured banking institutions with a local branch.

Income Management

- All income received by CAMGA, Inc. shall be properly received, deposited, recorded, reconciled, and kept under adequate security.
- Any cash (including checks) shall be promptly and fully deposited.
- Cash received at fundraising activities shall be counted by two people and a

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

cash receipt prepared and signed by both parties.

Tax Reporting and Management

- Determine, collect and pay County and Alabama state sales tax by the 20th of the following month as required by law.
- Submit the yearly Federal Form 990N (e-postcard) by the filing deadline.

Disbursements

- The Treasurer shall ensure that all accounts payable items against CAMGA, INC. are paid in a timely manner following approved issuance of checks procedures.
- Every transaction shall be accompanied by an Expense Reimbursement Request form properly signed and approved.

Issuance of Checks

- Approved signatories for check writing are the Treasurer and the President.
- Every check shall have two signatures unless it is to reimburse a request from one of the signatories. In that case, the

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

check shall be approved and signed by the other signatory.

Insufficient Funds

If a check is returned for insufficient funds, the member or outside presenter shall be responsible for reimbursing the check amount and for any bank fees associated with the returned check.

Reimbursement Policy

- Reimbursements shall be made for approved budgeted line items. If not an approved budgeted item and the total amount is less than \$25, approval shall be requested in advance from the President before the purchase is made. For non-budgeted items greater than \$25, approval shall be sought in advance from the Board.
- The requester shall complete an Expense Reimbursement Request form and submit it to the Treasurer for payment within 90 days of the purchase or service provided.
- Receipts shall be attached to an Expense Reimbursement Request form for any service or purchase.

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

Reimbursement shall not be made without proper documentation.

- The completed Expense Reimbursement Request form shall be approved by the Treasurer before payment can be issued.

Speaker Travel Consideration

- An Expense Reimbursement Request form shall be completed by the appropriate committee chair for each speaker travel consideration requested for payment.
- Travel consideration for presenters to monthly meetings or classes shall apply only to those who are neither Extension Master Gardeners nor ACES employees. Payment shall be as follows: An honorarium of \$35 shall be provided to those driving from within a 40-mile radius, \$50 if one way travel exceeds forty miles.

Conference Registration

The registration fee for the current President to attend the annual AMGA conference shall be paid CAMGA, Inc.

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

Retention of Records

- All records and supporting documentation shall be kept for a seven-year period, according to IRS rules.
- After the seven-year period, best practices dictate the retention of the annual financial report indefinitely. This retention may be in a digital format.

Honorary Membership Policy

Honorary membership is given to individuals who have made extraordinary contributions to the mission and organization of the corporation. Honorary members do not pay dues and cannot vote but they get membership emails and stay on the membership roles for their lifetime.

Emeritus membership is a type of honorary membership that has very specific criteria. To be granted emeritus membership a member must have the following:

- Ten years active membership as an Extension Master Gardener (EMG)
- Inability to participate in EMG activities due to health reasons

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

- Must request emeritus status to the Board of Directors, either directly or via an active member

A majority vote of the Board of Directors must take place to approve any request for emeritus status. Once approved, the Membership chair sends a certificate to the new emeritus member and the Network chair changes his/her status in Dues Tracker and adds his/her email to the membership emailing list. Also, a list of Honorary members is provided in the membership directory.

Conflict of Interest Policy

Article I

Purpose

The purpose of the conflict-of-interest policy is to protect this organization's (Central Alabama Extension Master Gardener Association, Inc.) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person

Any director, officer, or member of a committee with Board of Directors delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a.** An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b.** A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the Board of Directors or the appropriate committee decides that a conflict of interest exists.

Article III Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with Board of Directors delegated powers considering the proposed transaction or arrangement.

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board of Directors or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a.** An interested person may make a presentation at the Board of Directors or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b.** The chairperson of the Board of Directors or committee shall, if appropriate, appoint a disinterested person or committee to investigate

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

alternatives to the proposed transaction or arrangement.

- c.** After exercising due diligence, the Board of Directors or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d.** If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a.** If the Board of Directors or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b.** If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Directors or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

The minutes of the Board of Directors and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of Director's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

1. A voting member of the Board of Directors who receives compensation, directly or indirectly, from the Organization for services is precluded

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

from voting on matters pertaining to that member's compensation.

- 2.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- 3.** No voting member of the Board of Directors or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, officer and member of a committee with Board of Directors delegated powers shall annually sign a statement which affirms such person:

- 1.** Has received a copy of the conflicts of interest policy,
- 2.** Has read and understands the policy,

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

3. Has agreed to comply with the policy, and
4. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and

CAMGA, Inc. POLICIES AND PROCEDURES MANUAL

do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Directors of its responsibility for ensuring periodic reviews are conducted.

The Foregoing Conflict of Interest Policy was adopted by the Central Alabama Extension Master Gardener Association, Inc. Board of Directors on the 19th day of March 2024.