

## CCMGA Standing Policies

Approved by CCMGA September 12, 2023

### Meeting Cancellation and Rescheduling

Cancellation and/or rescheduling of meetings due to inclement weather will be the decision of the President. Email notification will be made. Member list will be divided between officers for telephone/text notification.

### Expenditures

Expenditures must be pre-approved by the Board of Directors either in the operating budget, per project, or as needs arise. All projects must have a Board approved budget and any expenditure above the amount set must be preapproved. Board may approve up to \$200 per expenditure outside of budgeted items without membership approval.

### Reimbursement of Out of Pocket Expenses

Reimbursement will be made for expenses pre-approved by the Board of Directors if funds are available. In order to be reimbursed, Check Request Form (CCMGA Website) with original receipt showing CCMGA purchases **only** must be given to President for signature. Reimbursements will be issued at CCMGA monthly meetings. Request for reimbursement should be made in a timely manner (within 60 days if possible); all check requests for current year must be turned in by the December meeting or expenditure will be considered a donation

### Donations

Donations may be earmarked for specific item or project. Out of pocket expenditures may be donated, receipt requested —see treasurer.

### Hospitality

Chairman will purchase coffee related items, basic paper goods, cups, flatware and tablecloths with a budget determined by Board annually.

#### *Refreshments volunteers duties:*

- Arrive by 8:30 and start coffee first.
- Provide your choice coffee cakes, muffins, fruit, cheese.
- If a member wishes to provide decorative paper goods or decorations they are at the member's expense.
- Put supplies away and clean up tables.
- Find someone to take your place, if needed. Let hospitality chairman know.

### Christmas Party

Held at site of Directors choice.

Menu or pot luck set by Christmas Party Committee and approved by CCMGA Board

CCMGA may purchase some menu items (Such as ham, turkey or other main dish item)

Dirty Santa: garden related gift \$10-\$20 *value*--watch for seasonal sales!

Volunteers needed for decorating and hospitality (set up, serving, clean up)

### MG Classes

CCMGA member/s may serve as class coordinator/s in conjunction with CEC or REA. Coordinators will collect contact info on prospective class members, attend classes, take attendance, make copies, greet instructors, organize meals, etc.

CCMGA officers will attend a class as designated by coordinator and members are encouraged to attend classes when is available.

CCMGA will provide lunch for meals as planned by coordinator.

Duties if members serve as Mentors: attend a designated class to meet and have lunch with Intern, contact Intern several times during class, encourage meeting attendance and volunteering.

### Non Member/Non MG Volunteer Policy

- Should be paired with MG or under the guidance of a group leader
- Must sign a photo/video release

- May not represent self as MG
- May not wear MG logo items
- May not work Ask a Master Gardener table
- May not work with children on an MG project
- Should be encouraged to become a Certified MG
- Will receive emails about volunteer opportunities and regular meetings

### **Condolences**

In the event of a death of *current member* a \$100 donation will be made to the MG Horticulture Scholarship at Auburn or as designated by board. Former members and immediate family of current members will be sent a card if CCMGA is notified.

### **AMGA Conference**

CCMGA will pay \$200 for conference expenses, if funds are available, for the President to attend. If President cannot attend \$200 will go to another officer to attend.

### **CCMGA Project Proposals**

Projects proposed to CCMGA must be submitted to the President or V President on the Project Request Form (found on the CCMGA website). Projects will be screened by Board of Directors, if approved, brought to the membership for approval.

### **CCMGA On-going Projects**

CCMGA Demonstration Garden maintenance  
 Chilton County Extension Office bed maintenance  
 Clanton Recreation Center (sign planter and beds)  
 Master Gardener Helpline