



## *2026 Handbook Contents*

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# 2026 Chapter Handbook

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## Clackamas County Master Gardener™ Association

The Clackamas County Master Gardener Association™ dues are \$12.00 per year and include the OMGA dues. The membership year begins January 1 and runs through December 31. New Master Gardeners who finish their course of instruction in March are considered paid members of the Clackamas County Master Gardener Association™ through December 31 of the year they complete their training.

### Master Gardener Badges

Badges are given to individuals who have successfully completed all training requirements by the OSU Master Gardener Program. Current, certified OSU Master Gardener volunteers should wear their badge while volunteering in their role as a Master Gardener.

### Oregon Master Gardener Association (OMGA)

Oregon Master Gardener™ Association (OMGA) is a voluntary association, fully self-supporting through member dues and tax deductible contributions. The Clackamas County Chapter pays a \$7.00 annual dues per member to the OMGA from the dues collected at the beginning of each year. This makes each member of the Clackamas County Master Gardeners a member of OMGA. A delegate and an alternate, elected by the Chapter, attend four meetings each year (November, March, June, and the general meeting held at the Mini-College each year). With the exception of the July or August meeting, the meetings are hosted by a variety of cities across the state. Visitors are welcome.

### Monthly Chapter Meetings and Annual Events

Clackamas County Master Gardener™ Chapter Meetings are held on the second Monday of each month (except July and August and September) at 7:00 p.m. at the Milwaukie Center. Meetings are open to both members and non-members. The June event is a special garden tour and in September we host an annual picnic to celebrate the year's successes.

Milwaukie Center information:

5440 SE Kellogg Creek Drive, Milwaukie, OR 97222-2149  
503.653.8100 webpage: <https://ncprd.com/milwaukie-center>



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## *Remembrance*

*Cheryl Hanson  
Class of 2007*

*Jean Natter  
Educator and Friend  
Class of 1999*

*Honoring a Quintessential Master Gardener  
Dignity Memorial Obituary*

*Mary Butler  
Class of 2006  
Chapter Treasurer  
2008 - 2010*

*Green Glove January 2010*

*Forever Remembered, Forever Missed*



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Left to right, bottom: Priscilla, Barb, Carol, Jane. Top: Seamus, Justin, Amelia, Rhonda.

Not pictured: Helen

**President:** Priscilla Robinson

**Vice President:** Justin Dune

**Secretary:** Carol Holdt

**Treasurer:** Seamus Ramirez

**Assistant Treasurer:** Rhonda Frick-Wright

**Advisory Board:** Helen Watt, Amelia Wilbur, Jane Collier

**OMGA Representative:** Barb Seekins

**OMGA Alternate Representative:** *vacant*

Email addresses: [ccmg.president@gmail.com](mailto:ccmg.president@gmail.com) • [ccmga\\_vp@gmail.com](mailto:ccmga_vp@gmail.com)

[ccmga.secretary2@gmail.com](mailto:ccmga.secretary2@gmail.com) • [ccmg.treasurer@gmail.com](mailto:ccmg.treasurer@gmail.com)

[ccmga.advisors@gmail.com](mailto:ccmga.advisors@gmail.com)

Email tree • [emailtree@cmastergardeners.org](mailto:emailtree@cmastergardeners.org)

10-Minute University • [10minuteu@cmastergardeners.org](mailto:10minuteu@cmastergardeners.org)

Webmaster: [contact@cmastergardeners.org](mailto:contact@cmastergardeners.org)



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Spring Garden Fair Saturday • It's our 42nd Year

May 2, 9-5 & Sunday, May 3, 9-4 Clackamas County Event Center • Canby, Oregon

You will find us at the Clackamas County Event Center in Canby beginning the week before the event for setup on Wednesday, Thursday and Friday. [www.springgardenfair.org](http://www.springgardenfair.org)

Keep an eye out for announcements on how you can volunteer in your email, the Chapter Chatter and on the webpage, or contact Blair Loudat, your volunteer committee chair, & use these email addresses for the following committees -

- Volunteers Committee: [volunteers@springgardenfair.org](mailto:volunteers@springgardenfair.org)
- Vendor Sales: [vendorsales@springgardenfair.org](mailto:vendorsales@springgardenfair.org)
- Publicity: [contact@springgardenfair.org](mailto:contact@springgardenfair.org)
- SGF webmaster: [contact@springgardenfair.org](mailto:contact@springgardenfair.org)





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## Spring Garden Fair Management Team

**Chair** • Cindy Manselle

**Days of Fair Communications Chair** • Kathi Cardinalli

**Treasurer** • Seamus Ramirez **Assistant** Rhonda Frick-Wright

**Fairgrounds Liaison/Contract** Irwin Rogers (chair) **Will Hughes**

### Committees:

**4-H Exhibits Hall** • Leah Puhlman **Assistant** Michelle Morely

**10-Minute University™** • Sherry Sheng Co-Chair • Frank Wille

**Advertising/Promotion** • Sharon Andrews

**Children's Activities** • Cheryl Borden

**Clinics** • Jane Collier

**Coffee/Vendor/MG Breakroom** • Ellen Hanley (*coffee*) Amelia Wilbur **Assistant:** *vacant*

**Food Liaison** • Nancy Hopkins **Assistant:** *vacant*

**Hospitality** • Linda Nash **Assistant:** *vacant*

**New Plant Introductions** • Nancy Hopkins, Sherry Uchytil

**Parking** • Dick Nelson, Anthony Yeznach

**Plant Check** • Katie Carricker, Sandi Hartley

**Potting Station** • Wendy Wilson **Assistant:** Harry Landers

**Print media/Press release** • Sharon Andrews

**Raffle** • Janet Weber, Marianne Kahl

**Grounds Set-up/Breakdown** • Kirk Pearson **Advisor:** Rodger Sanman

**Signs** • Laura Oldenkamp **Advisor:** Sharon Andrews

**Soil Testing** • John Wilbur **Assistant:** Sheryl Williams

**Vendor Sales** • Kathy Krentz **Check-in** • Carol Zinsli, Laura Eyer

**Volunteers** • Blair Loudat, Seamus Ramirez

**Webpage, Photographer & Social Media** • Sharon Andrews



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## Chapter Committees • Public Education

**10-Minute University™** Sherry Sheng (chair), Amelia Wilbur, Barb Valdez, Carole Hardy, Cheryl Borden, Debby Deering, Diane Drebin, Frank Wille, Jane Collier, Janna Christensen, Justin Dune, Karen Day, Kelly Welch, Laura Eyer, Lauren Murphy, Leah Puhlman, Linda Baity, Michelle Morley, Pam Martin, Peggy Planton, Pennie Isbell, Priscilla Robinson, Sarah Wiley, Sharon Andrews

### Public Education Events -

**Garden Discovery Day/Fall into Gardening** • Sandi Hartley

**Open Gardens** • Nancy Cutler

**Soil pH Testing** • John Wilbur, Sheryl Williams

**Soil Thermometers** • Jane Collier

\*\*Public Education Committees Liaison: Amelia Wilbur

### Community Service

**Clackamas County Library Seed Library** • Kay Everts 503-568-6441

**End of the Oregon Trail** • Jane Collier, Sharon Andrews

**Gray and Norrene Thompson Grants** • Justin Dune (chair) Laura Eyer, Linda Highfill, Carol Zinsli, Colleen Rockwell Advisor • Sherry Sheng

**Grow An Extra Row Giving and Learning Garden** • Kirk Pearson [ccmgextrarow@gmail.com](mailto:ccmgextrarow@gmail.com)

**Native Garden @ Hopkins Demonstration Forest** • Janna Christensen, Jane Collier, Karen Day, Marianne Kahl, Laura Oldenkamp, Frank Wille

**Milwaukie Center Rose Garden** • Harry Landers

**Paul Miken CCMG Endowment** • Frank Wille, Mickey Becker, Nancy Muir

\*\*Community Service Committees Liaison: Jane Collier



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## Chapter Operations

**Annual Picnic** • Justin Dune

**Audio** • Anthony Yeznack (chair) Eric Butler

**Audit** • Amelia Wilbur, Kathy Krentz, Paul Baker, Rhonda Frick-Wright, Seamus Ramirez

**Budget & Finance** • Cindy Manselle, Irwin Rogers, Kelly Welch, Paul Baker, Priscilla Robinson

**Meeting Hospitality** • Michelle Morley, Liz Sinclair, Tamra Rooney

**Membership** • Frank Wille, Sharon Andrews

**Nominations and Awards** • Executive Board members

**Program Committee** • Amelia Wilbur, Wendy Wilson, Kelly Clyde

**Sunshine** • Jane Collier

**Used Book Sale** • Executive Board members

## Chapter Communications

**Chapter Handbook/Directory** • Sharon Andrews, Frank Wille

**E-mail Tree** • Kelly Welch (emailtree@cmastergardeners.org)

**Historian** • vacant **Photographer** • Sharon Andrews

**Newsletter** • Laura Eyer, Sharon Andrews

**Social Media** • CCMGA Facebook – Sharon Andrews

10-Minute University Facebook, Instagram - Michelle Morley

Spring Garden Fair Facebook, Instagram - Sharon Andrews

**Website** • Sharon Andrews, Michelle Morley

**Zoom Meetings** • Kelly Welch

*\*\*Operations and Communications Committees Liaison: Helen Watt*



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## Resources

### **End of the Oregon Trail Pioneer Gardens 1726 Washington Street, Oregon City**

Contact Jane Collier or [eotpioneer garden@gmail.com](mailto:eotpioneer garden@gmail.com)

<http://eotpioneer garden.wordpress.com/>

Workdays Bi-Monthly on Wednesdays 10:00 a.m to 1:00 p.m. *See webpage for current schedule*

### **Gray and Norrene Thompson Grants:**

Nancy Hopkins (chair), Bob Woods, Laura Eyer, Carol Zinsli [ccmg grants@gmail.com](mailto:ccmg grants@gmail.com)

### **Grow an Extra Row CCC Community Garden 19600 S. Molalla Ave, Oregon City.**

Contact Kirk Pearson....[ccmgextrarow@gmail.com](mailto:ccmgextrarow@gmail.com)

Weekly workdays Tues & Fri 9 a.m. to noon, April through October

### **Native Garden @ Hopkins Demonstration Forest 16750 S Brockway Rd. Oregon City**

Monthly workday third Monday of the month <https://cmastergardeners.org/hopkins-garden/>

### **Milwaukie Center Rose Garden: Harry Landers**

## **Master Gardener “Program” Volunteer Opportunities**

- ❖ Master Gardener Helpline (Oregon City office and remote)
- ❖ Speakers Guild
- ❖ Lake Oswego Farmers Market
- ❖ Milwaukie Farmers Market
- ❖ Oregon City Farmers Market
- ❖ Community Events

Volunteer for “Program” volunteer activities by signing up on CERVIS or contact:

Marcia McIntyre [marcia.mcintyre@oregonstate.edu](mailto:marcia.mcintyre@oregonstate.edu)



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**OSU Master Gardener Program** <https://extension.oregonstate.edu/mg>

**OSU Master Gardener Program Leader – Statewide:** Leslie Madsen [leslie.madsen@oregonstate.edu](mailto:leslie.madsen@oregonstate.edu)

## **OSU metro area Master Gardener Program Staff**

**Program Leader:** Srijana Shrestha [srijana.shrestha@oregonstate.edu](mailto:srijana.shrestha@oregonstate.edu)

**Program Representative - Clackamas County:** Marcia McIntyre [marcia.mcintyre@oregonstate.edu](mailto:marcia.mcintyre@oregonstate.edu)

**Office Specialist Clackamas - County:** Catalina Santamaria [catalina.santamaria@oregonstate.edu](mailto:catalina.santamaria@oregonstate.edu)

**Education Program Assistant - Multnomah County:** Kim Butchereit  
[kim.butchereit@oregonstate.edu](mailto:kim.butchereit@oregonstate.edu)

**Education Program Assistant - Washington County:** Amy Espinoza [amy.espinoza@oregonstate.edu](mailto:amy.espinoza@oregonstate.edu)

## **OSU Extension Service, Clackamas office**

200 Warner-Milne Road Oregon City, OR 97045 503-655-8631

**North Willamette Regional Director:** Angela Sandino

**OSU Extension Clackamas County Liaison:** Leah Sundquist [leah.sundquist@oregonstate.edu](mailto:leah.sundquist@oregonstate.edu)

OSU metro area Master Gardener Helpline

Invite the public to visit [www.metromastergardeners.org](http://www.metromastergardeners.org)

to fill out webform with garden inquiries or leave a voice message @ 503-821-1115

In Collaboration With & In Support of O.S.U. Extension Service Master Gardener™ Program.  
OSU Extension Service prohibits discrimination in all its programs, services, activities, and materials.



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## Members Calendar\*

[click for the most recent updates](#)

- **January 12 – \*\*Dry Farming at the Multnomah Co. Master Gardener Demonstration Garden:** a presentation by Sally Campbell and Marilyn Frankel
- **February 9 - \*\*The Use of Pelletized Wool For Your Garden Plants:** presented by Timothy and Kimberly Fulmer of Wild Wisdom Wool
- **March 9 - \*\*Integrated Pest Management (IPM) Through the Use Of Pheromones: a talk** presented by Dr. Darek Czokajlo
- **March 28 – \*\*Saturday\*\* Garden Discovery Day**
- **April 13 - A talk about Fuchsia's:** a presentation by Theo Margelony
- **May 2 & 3 - 41<sup>st</sup> Spring Garden Fair**
- **May 11 – \*\*Microbiomes on Fresh vs Store Bought Fruits and Vegetables** presented by Gwynne Mhuireach
- **June 8 - : \*\*Gardening for Pollinators:** a presentation by Dewey Caron
- **June 15 - Annual chapter nursery tour. Info TBA.**
- **July & August - Enjoy your summer volunteering with our CCMGA projects**
- **September 12 \*\*Saturday\*\* Chapter Picnic, Milwaukie Center**
- **October 10 – \*\*Saturday\*\* Fall into Gardening**
- **October 12 - \*\*Hot Topics in Vegetable Gardening:** a presentation by Chip Bubl
- **November 9 - \*\*Microplastics in Garden Soil** presented by Anna Perry
- **December 14 - Greens and Gather: A Holiday Workshop**

*\*\*Qualifies as one hour of continuing education for recertification*



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## January

- **January 12:** Chapter Meeting - Social Hour 6:30 pm.
  - *Refreshments: Michelle Morely Tamra Rooney, Liz Sinclair*
  - Program 7:00 - \*\*Dry Farming at the Multnomah Co. Master Gardener Demonstration Garden: a presentation by Sally Campbell and Marilyn Frankel
- **January 14:** Spring Garden Fair meeting, Extension Annex, 7 p.m.
- **January 27:** Executive Board Meeting, Extension Annex, 2:00 p.m.

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## February

- **February 9:** Chapter Meeting - Social Hour 6:30 pm.
  - *Refreshments: Seamus Ramirez, Sandi Hartley, Nancy Weintraub*
  - Program 7:00 - \*\*The Use of Pelletized Wool For Your Garden Plants: presented by Timothy and Kimberly Fulmer of Wild Wisdom Wool
- **February 18:** Spring Garden Fair meeting, Extension Annex, 7 p.m.
- **February 24:** Executive Board Meeting, Extension Annex, 2:00 p.m.

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## March

- **March 9:** Chapter Meeting - Social Hour 6:30 pm.
  - *Refreshments: Nancy Muir, Paul Baker, Priscilla Robinson*
  - Program 7:00 - \*\*Integrated Pest Management (IPM) Through the Use Of Pheromones: a talk presented by Dr. Darek Czokajlo
- **March 17:** Spring Garden Fair meeting, Extension Annex, 7 p.m.
- **March 28:** Garden Discovery Day 8:30 am to noon.  
Milwaukie Center
- **March 24:** Executive Board Meeting, Extension Annex, 2:00 p.m.



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## April

- **April 13:** Chapter Meeting - Social Hour 6:30 pm.
  - *Refreshments: Kathy Long, Tamra Rooney*
  - *Program 7:00 - A talk about Fuchsia's: a presentation by Theo Margelony*
- **April 15:** Spring Garden Fair meeting, Extension Annex, 7 p.m.
- **April 25:** Spring Garden Fair walk through
- **April 21:** Executive Board Meeting, Extension Annex, 2:00 p.m.

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## May

- **May 2 & 3:** 41<sup>st</sup> Spring Garden Fair in Canby
- **May 11:** Chapter Meeting Social Hour 6:30 pm.
  - *Refreshments: Kathy Cardinelli*
  - *Program 7:00 - \*\*Microbiomes on Fresh vs Store Bought Fruits and Vegetables presented by Gwynne Mhuireach*
- **May 20:** Spring Garden Fair meeting, Extension Annex, 7 p.m.
- **May 26:** Executive Board Meeting, Extension Annex, 2:00 p.m.

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## June

- **June 8:** Chapter Meeting Social Hour 6:30 pm.
  - *Refreshments: Ruth Lund, Diana Smith*
  - *Program 7:00 - \*\*Gardening for Pollinators: a presentation by Dewey Caron*
- **June TBA:** Annual chapter nursery tour.
- **June 23:** Executive Board Meeting, Extension Annex, 2:00 p.m.



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## July & August

Enjoy your summer volunteering with our CCMGA projects. Watch your email for details about open gardens happening this summer. See you in September!



- **July 29** Executive Board Meeting, Extension Annex, 2:00 pm

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## September

- **September 12:** Chapter Picnic at the Milwaukie Center @ 4pm Pavilion picnic area. Watch your email for details!



- **September 16:** Spring Garden Fair meeting, Extension Annex, 7 p.m.
- **September 29:** Executive Board Meeting, Extension Annex, 2:00 p.m.

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## October

- **October 10 :** \*\*Fall into Gardening 8:30 am- noon - Milwaukie Center
- **October 12:** Chapter Meeting - Social Hour 6:30 pm.
  - Refreshments: Rhonda Frick-Wright, Margueritte Kosovich, Wendy Wilson
  - Program 7:00 - \*\*Hot Topics in Vegetable Gardening: a presentation by Chip Bubl
- **October 14 :** Spring Garden Fair meeting, Extension Annex, 7 p.m.
- **October 27:** Executive Board Meeting, Extension Annex, 2:00 p.m.



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## November

- **November 9:** Chapter Meeting Social Hour 6:30 pm.
  - *Refreshments: Laura Oldenkamp*
  - *Program 7:00 - \*\*Microplastics in Garden Soil presented by Anna Perry*
- **November 18:** Spring Garden Fair meeting, Extension Annex, 7p.m (optional)
- **November TBA:** Executive Board Meeting, Extension Annex, 2:00 p.m.

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## December

- **December 7:** Chapter Meeting Social Hour 6:30 pm.
  - *Refreshment sign-ups are still needed!*
  - *Program 7:00 - Greens & Gather: A Holiday Workshop.*
- **December:** Executive Board Meeting, Extension Annex, TBA

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## Clackamas County Master Gardener™ Association By-Laws page 1

*The term Master Gardener™ used in the Chapter By-Laws is a trademark name to be used exclusively by the Master Gardener Program.*

### Article I

#### Purpose

**Section 1.** The Master Gardeners of Oregon State University Extension Service hereby associate to form a non-profit organization hereafter referred to as Clackamas County Master Gardener Association, The Clackamas County Chapter, The Chapter or Chapter, for the following purposes:

- (a) To enhance and supplement the Oregon State University Extension Service Home Horticulture Program (Master Gardener Program).
- (b) To assume responsibility of performing special tasks and engaging in continuous activities related to the program.
- (c) To promote a wide dissemination of information available as a result of university study and experimentation. Such information shall be in accordance with Oregon State University standards; and
- (d) Some of the Chapters' financial resources will be used to support further horticulture education through scholarships and endowment programs.

### Article II

#### Organization

**Section 1.** This Association is a nonprofit membership organization. The Association shall be financially and otherwise self-supporting by virtue of dues, fund raising activities and labor and services donated by Master Gardeners and other volunteers.

**Section 2.** The Clackamas County Chapter is part of a state organization referred to as the Oregon Master Gardener Association.

**Section 3.** To vote on chapter business, no less than 20% of eligible voting members must be present at the chapter meeting. A simple majority of voting members present will rule except as defined in Article VI, Section 4, and Article XI, Section 1.

### Article III

#### Membership

**Section 1. Classes and Voting.** There shall be three classes of membership: Active, Honorary and Associate.

**Section 2. Active Membership.** Anyone obtaining Oregon State University Extension Service Master Gardener certification is qualified to be an active member upon payment of annual dues. An Active Member pays dues to the chapter but may or may not be active in the Master Gardener Program. Active members have voting privileges.



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## *Clackamas County Master Gardener™ Association By-Laws page 2*

**Section 3. Honorary Membership.** Oregon State University Extension staff engaged in the Master Gardener program are automatically honorary members who are exempt from payment of dues. They are encouraged to participate in discussions but may not vote or hold office. Extension staff that has completed the Master Gardener Training may elect to pay dues and participate as active members.

*Clackamas County Master GardenerTM Association By-Laws page 2*

**Section 4. Associate Membership.**

- a) Persons in the horticulture field who are not involved with or active in the Master Gardener Program may be elected by the membership as associate members of the Chapter. Such members shall have no voting privileges and shall not be eligible to hold office.
- b) All persons currently enrolled in the Master Gardener training program are automatically Associate Members without voting privileges. However, after successfully completing the Master Gardener formal training classes, these persons will be considered active members with voting privileges until January of the following year, when they may choose to become dues paying active members.

**Section 5.** There shall be no voting by Proxy.

**Section 6.** All service shall be voluntary with no remuneration except that pre-approved reimbursement may be made to members for appropriate out-of-pocket expenses upon presentation of verifying receipts to the treasurer.

**Section 7.** No discrimination in any aspects of the Master Gardener Association will be made for sex, race, color, age, sexual preference, creed, or national origin.

**Section 8. Termination of Membership.** Membership may be terminated by the Executive Board after giving the member at least 15 days written notice by first class or certified mail of the termination and the reason for the termination, and an opportunity for the member to be heard by the Board, orally or in writing, not less than five days before the effective date of the termination. The decision of the Board shall be final. The decision of the Executive Board shall be final and shall not be reviewable by any court.



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*Clackamas County Master Gardener™ Association By-Laws page 3*

## Article IV Governing Body

**Section 1.** The governing body of the Clackamas County Chapter Master Gardeners Association shall be its Executive Board and its members. The Oregon State Master Gardener Association may assist and provide organizational assistance to the Clackamas County Master Gardener Chapter in order that all chapters perform in unison. The Clackamas County Master Gardener Chapter will function autonomously from and have no liability to OMGA, as stated in the OMGA By-Laws.

**Section 2. Executive Board.** The Clackamas County Chapter shall form an Executive Board consisting of all officers of the Chapter, the Advisory Board, and the elected OMGA representative. In the absence of the elected OMGA representative, the alternate OMGA representative shall represent the Chapter at Executive Board meetings. The Executive Board shall conduct business that requires action prior to the next scheduled Chapter meeting. An account of any/all actions taken by this Board shall be fully disclosed at the next Chapter meeting.

## Article V Officers

**Section 1. Officers.** Members of the Clackamas County Chapter shall elect officers consisting of a President, Vice-President, Secretary, Treasurer and Assistant Treasurer (optional).

**Section 2. President.** The President shall preside at meetings of the Chapter and shall have the authority to appoint such committee chairpersons and members as necessary.

**Section 3. Vice President.** The Vice-President shall assist the President in conducting meetings and will preside at Chapter meetings in the absence of the President.

**Section 4. Secretary.** The Secretary shall keep the minutes of the meetings, assist the President in conducting necessary correspondence, and perform related duties as requested by the President.

**Section 5. Treasurer.** The Treasurer shall have custody of the Chapter funds and shall keep full and accurate account of receipts and disbursements in books belonging to the Chapter. The Treasurer shall deposit all monies and other valuables in the name of, and to the credit of the Chapter, in such depository or depositories as may be designated by the Executive Board. The Treasurer shall disburse the funds of the Chapter within the limits of the approved budget and as directed by the Executive Board. The Treasurer (Assistant) shall provide a Treasurer's report of all the transactions of the Treasurer and of the financial condition of the Chapter at each regular meeting, or as required. The Treasurer shall serve without bond.



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## *Clackamas County Master Gardener™ Association By-Laws page 4*

**Section 6.** Assistant Treasurer (optional). The Assistant Treasurer shall perform those duties as delegated by the Treasurer.

**Section 7.** State Representative(s). Members of the Clackamas County Chapter shall elect one representative and one alternate for the Board of Directors of OMGA to represent the Chapter at OMGA meetings. The Chapter shall be entitled to one vote at OMGA meetings in accordance with the By-Laws of OMGA.

**Section 8.** Advisory Board. The Advisory Board is to report to the President and advise and assist the chair(s) of the Spring Garden Fair. The Board will assist in planning long-range goals of the chapter. The Advisory Board will consist of three persons, each to serve for three years, with one retiring each year (staggered terms). Members of the Advisory Board shall be voting members of the Executive Board of Directors.

## Article VI

### Elections of Officers

**Section 1.** Nominations of officers, OMGA representative and alternate representative and one person for the Advisory Board shall be opened in September.

a) Members shall elect officers, OMGA representatives, and one person to the Advisory Board at the October Chapter meeting from the nominations made by the Nominating Committee and from nominations submitted from the floor.

b) Term of office of President, Vice President, Secretary, Treasurer(s), representatives for the Board of Directors of OMGA, and members of the Advisory Board shall begin January 1st.

c) The term of office for all officers, OMGA representative and alternate representative will be one year and the Advisory Board members for three years. The officers shall be elected by a majority of voting members present at a regular Chapter meeting.

**Section 2.** Officer vacancies occurring before the expiration of the term shall be filled by appointment of the President with approval of a majority of the members present at the Chapter meeting.

**Section 3.** An officer shall not serve more than two consecutive terms in the same office. One year must lapse (during which time no elected position may be held) before a former officer is eligible for election to an office previously held. A member appointed to fill the unexpired term of an officer is eligible for election to the same office at the expiration of the appointed term, and such service shall not be considered to be a part of the two consecutive term restrictions.



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## *Clackamas County Master Gardener™ Association By-Laws page 5*

**Section 4.** By the discretion of the Clackamas County Chapter, a Chapter officer or representative may be removed from office with or without cause by a vote of a majority of the members entitled to vote at an election of officers. Removal from office does not mean removal as a member of the chapter.

### **Article VII**

#### **Meetings**

**Section 1.** The President shall appoint a Parliamentarian. Robert's Rules of Order (newly revised) shall govern the conduct of all meetings in the event a conflict in process arises.

**Section 2.** Regular meetings of the Chapter shall be held at a time of day, day of week, and week of the month fixed by the Executive Board.

**Section 3.** Members shall be notified in advance of meetings, and when a special meeting is called shall be provided with an agenda specifying the reason the meeting was called.

**Section 4.** Meetings will be open to all Active Members, Associate Members, and Honorary Members. All are encouraged to attend and participate in discussions. Visitors are welcome at all meetings.

### **Article VIII**

#### **Dues and Finances**

**Section 1.** Annual dues shall be decided at the September Chapter meeting. The membership year shall begin January 1st of each year. The Chapter shall collect dues from members prior to January 1st in order to have names and phone numbers listed in the Chapter Directory. OMGA dues should be remitted to the OMGA Treasurer as required by OMGA.

**Section 2.** The Chapter is expected to promote fund-raising programs to cover operational expenses incidental to activities within the scope of the By-Laws.

**Section 3.** The Executive Board shall have the authority to approve unbudgeted expenditures of up to \$200.00. Such action must be approved by a majority of the Executive Board present at the meeting and at least four members of the Executive Board must be present. Any proposed unbudgeted financial commitment over \$200.00 must be presented to the membership for consideration at a regular Chapter meeting and must be approved by a majority of the voting members present at the next Chapter meeting.

**Section 4.** Written ballots will be required when voting for Officers, Representatives, the budget, and approval of unbudgeted expenditures over \$200.00.

**Section 5.** The fiscal year shall be from January 1st through December 31st.



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*Clackamas County Master Gardener™ Association By-Laws page 6*

## Article IX Committees

**Section 1.** The President shall be empowered to create and establish any standing or ad hoc committee as necessary to conduct the business and program of the Chapter.

**Section 2. Committee Chairs.** All committee chairs not mentioned in Sections 3, 4 and 5 of this article will be appointed by the President and each committee chair will be responsible for recruiting their committee members. All committees shall be established with an odd number of members and the minimum membership shall be three.

**Section 3. Audit Committee.** The Audit Committee is made up of three members, each serving a three-year term (staggered terms), with one retiring each year. The President will appoint a replacement for the retiring committee member. The Audit Committee shall audit the Chapters books at a minimum of twice a year, as close to six-month intervals as possible. A report will be written and presented to the Executive Board. Each audit will be reported to the members at the following Chapter meeting.

**Section 4. Budget Committee.** The President shall appoint a Budget Committee in January, to be presided over by the Treasurer. The Vice President, Assistant Treasurer and one of the Spring Fair Co-chairs or their representative will also participate. The Spring Fair Co-chair will present the Spring Fair recommended budget at the first Budget Committee meeting. The budget will be presented to the Executive Board for review prior to the October chapter meeting. Such committee shall submit at the October meeting the proposed budget for the next year and make other recommendations, as they deem advisable. The proposed budget would be voted on at the November Chapter meeting.

**Section 5. Nominating Committee.** The President in accordance with Article IX, Section 2, shall appoint the Nominating Committee in January. The Nominating Committee will present the slate of officers at the September chapter meeting. The election shall be held at the October chapter meeting.

## Article X Miscellaneous

**Section 1.** Clackamas County Association business not covered in these by-laws shall be treated in the chapter's Policies and Procedures.



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*Clackamas County Master Gardener™ Association By-Laws page 7*

## **Article XI Amendments**

**Section 1.** These By-Laws may be amended or revised by a vote of at least two thirds of the voting members present at a chapter meeting that was called with a notice two months prior and with an agenda specifying the issue.

## **Article XII Dissolution**

**Section 1. Dissolution.** In the event of dissolution of the Clackamas County Master Gardener Association, assets remaining after satisfaction of obligations and expenses shall be transferred to the Clackamas Community College Horticulture Scholarship Endowment Fund or a 501 (c) (3) organization of choice by the membership of the Clackamas County Master Gardener Association.

*revised 2/5/2004*

*Adopted June 13, 2005*



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## Policies & Procedures *page 1*

**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



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## *Policies & Procedures page 2*

### ***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.



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## *Policies & Procedures page 3*

### ***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](http://www.clackamascountymastergardeners.org), [www.cmastergardeners.org](http://www.cmastergardeners.org), [www.springgardenfair.org](http://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 13)



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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)



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## *Policies & Procedures page 5*

### ***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 15*)



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## *Policies & Procedures 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 recommended 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](http://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 16)*



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## *Policies & Procedures 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](http://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 17)



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## *Policies & Procedures 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

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## *Policies & Procedures 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)