

AMGA POLICIES

ANNUAL STATE CONFERENCE/WORKSHOP POLICIES

1. Following approval of the conference budget, hosting associations for the annual conference may be provided \$1,500 from AMGA as an advance not as grant.
2. Monies awarded to cover conference expenses for the Mary Lou McNabb award winner are to be held available in reserve for the period ending December 31 of the second year following the award. Recipients will be reimbursed for expenses not to exceed \$1,000, and all requests for reimbursement must be made in writing and must be accompanied by receipts. If the amount of expenses collected is less than the \$1,000 budgeted, the amount is to be zeroed out at the end of the year the funds are collected.
3. Profits from the annual conference shall be distributed based on an algorithm defined in the conference guidelines manual. The state conference committee may recommend amending the algorithm with the amendment being subject to approval by a majority vote of the AMGA BOD.
4. Honorariums may be given in honor of speakers to organizations for AMGA sponsored workshops, (other than the AMGA Annual State Conferences), where CEU credits are earned. The amount of the honorarium should not exceed \$200 per speaker unless this amount is changed by a vote of the AMGA board. The AMGA program coordinator, the AMGA board president, and the workshop chairperson will determine if an honorarium is appropriate and, if so, shall set the amount. This honorarium is above and beyond the amount that may be reimbursed for speaker expenses.
5. Alcoholic Beverage Policy: You will find beer and wine offered for sale at Conference venues. These vendors have no connection with the Local Master Gardener Association (LMGA) or the Alabama Master Gardeners Association (AMGA), and neither group benefits in any way from alcohol sales. Please be advised that neither the LMGA nor AMGA encourage or discourage alcohol consumption and accept no liability or responsibility regarding drinking alcohol before, during, or after conference activities.

BEREAVEMENT POLICY

A contribution shall be made to the AMGA Endowment Fund from the AMGA treasury as a memorial in the case of the death of an AMGA past president or a current member of the AMGA board of directors, if funding is available. The amount of the contribution shall be determined by the board. Notification and a sympathy card shall be sent to the family by the AMGA Secretary.

The secretary shall send a card to the family of any past AMGA Board member or award recipient in the event we are aware of their death.

ENDOWMENT POLICIES

1. AMGA shall support Alabama resident students seeking degrees in horticulture or closely related courses of study at Auburn University (AU) through undergraduate and graduate scholarships funded through endowments established by AMGA in coordination with Auburn University and will cooperate with AU in the administration and promotion of the endowments per the endowment agreements.

FINANCIAL POLICIES

1. No check or draft on the assets of AMGA that exceeds an approved budgeted amount and no check or draft for an unbudgeted amount may be drawn without first receiving authorization from the board.

2. The only authorized signers on AMGA accounts shall be the treasurer, assistant treasurer and president.

3. An amount of \$10,000 will be held in reserve in the AMGA treasury. The board of directors must approve use of any portion of the reserve fund for current operations. If the balance in the AMGA treasury falls below \$10,000, expenditures will be limited to current year's income until the balance in the treasury is above the set amount. The amount to be held in reserve will be reviewed annually by the Board of Directors.

MEMBERSHIP POLICIES

1. Local associations may have honorary or patron members. However, this designation in the local association does not provide membership in AMGA. Local associations may not submit dues to AMGA for honorary members.

2. All membership dues shall be collected and submitted to the AMGA treasurer no later than January 1 of the current year.

3. Local membership chairmen shall be responsible for maintaining complete current contact information for all active and lifetime members and for keeping information in the Dues Tracker program up-to-date.

MISCELLANEOUS POLICIES

1. AMGA shall provide funding for local association projects on an annual basis as funds are available. The project funding chair annually will present a total recommended amount to be awarded to eligible associations subject to the approval of the board.

2. The out-going president shall be presented with a gift at the annual banquet for the year the president's term expires. This gift shall be the responsibility of the VP.

These policies of the Alabama Master Gardener Association were approved as amended by the AMGA Board of Directors on September 6, 2016. Amendments/additions/deletions to these policies may be made as needed and approved by the sitting board of directors.

Jeanon Massien

President
Alabama Master Gardeners Association
September 6, 2016

Record Retention and Destruction Policy

Statement of Policy

This policy covers all records and documents, regardless of the physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the operation of the Alabama Master Gardeners Nonprofit Association by promoting efficiency and freeing up valuable storage space.

Retention Schedule and Administration

The Association's Record and Retention Schedule is set forth in Appendix A. The President (or he/she designate) shall administer this policy. The administrator is also authorized to: make modifications to Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the Association; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this policy.

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types in Appendix A will be maintained for the appropriate amount of time. If a member has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder.

Suspension of Record Disposal in the Event of Litigation or Claims

No director, officer, volunteer or agent of the Association shall destroy, dispose of, conceal, or alter any record while knowing that it is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts, or an anticipated or ongoing internal investigation, audit or review conducted by the Association.

During the occurrence of an anticipated or ongoing investigation or legal proceeding as set forth above, the Administrator shall suspend any further disposal of document until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as necessary to promptly inform all members of any suspension.

APPENDIX A- RECORD RETENTION SCHEDULE

File Category	Item	Retention Period
Corporate Records	By-laws and Articles of Incorporation	Permanent
	Corporate Resolutions	Permanent
	Board Meeting minutes	Permanent
Finance and Administration	Financial statements	7 years
	Auditor management Letters	7 years
	Check register and Checks	7 years
	Bank deposits and statements	7 years
	Contracts and agreements	7 years after all Obligations end
	Correspondence—general	3 years
	Insurance records	Policies-occurrence type
Policies-claims-made type		Permanent
Accident reports		7 years
Claims (after settlement)		7 years
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all Obligations end
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years
	Charitable Organizations Registration statements	7 years
	Withholding tax statement	7 years
Technology	Software licenses and Support agreements	7 years after all Obligations end

This **Record Retention and Destruction Policy** and **Record Retention Schedule** were approved by the Board of Directors of the Alabama Master Gardeners Association on December 6, 2016.