

Tillamook County Master Gardener's Association Procedures

2.24

Subject: Membership

Purpose: To document procedures to notify, collect and account for annual TCMGA and OMGA membership dues.

See Also: Membership Policy 1.10, TCMGA By-Laws, Article II and Article IV

TCGMA membership year runs from January 1 thru December 31. Annual dues, as established by the Board, must be collected by March 31. Chapters are required to collect dues on behalf of OMGA. The amount due from each member includes both TCMGA and OMGA dues.

RESPONSIBILITIES

The TCMGA Board will appoint a Membership Chair. Responsibilities will include managing the notice and collection of annual dues, maintaining Chapter membership Roster and distributing membership cards.

NOTICE

Current Members: Dues payment notice will be sent via regular mail in mid-October for the upcoming membership year. Reminder notices should be sent periodically via email and/or by personal contact. The notice will consist of the following information:

- Membership Renewal Form (*Attachment A*)
- Copy of the Policy 1.10 – Membership
- Copy of the Scholarship Policy 1.4
- Copy of the Membership Chart (*Attachment B*)

New Apprentices: Current year apprentices hold ‘New Member Honorary Membership’ status Pursuant to Policy 1.10 - Membership and should be advised of this during one of the early classes.

Past Members: A courtesy call should be made to past members who have not renewed their membership encouraging them to continue membership in TCMGA.

PAYMENT

Dues payment and the Membership Renewal Forms are sent or delivered directly to the OSU Extension Office. Checks should be made payable to TCMGA. The member should be reminded to retain a copy of the renewal form as their receipt for dues and any donations. The Treasurer will collect payments and transmit renewal forms to the Membership Chair for processing.

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OMGA MEMBERSHIP CARDS

Upon receipt of payment, OMGA will return signed membership cards to the Treasurer who will pass them on to the Membership Chair for distribution.

ROSTER

Membership chair will record member information in the Roster. A transmittal letter must be sent along with the OMGA portion of the dues noting the total amount remitted and number of members for whom dues are paid.

Once the due date has passed, the Membership Chair will generate a roster of paid members and current year apprentices. The roster should include all supplied contact information. The roster should be updated periodically throughout the year as new members join.

RECORD RETENTION

The Membership Chair will retain membership rosters for **5** years.

Attachment A

Adopted: 07/18
Revised: March 12, 2019

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2019 TCMGA DUES Renewal

Please fill in ALL the information

NAME: _____

ADDRESS: _____

HOME PHONE _____ CELL PHONE _____

E-MAIL ADDRESS _____

TCMGA dues for 2019 are \$15 with \$7 for OMGA and \$8 for TCMGA. Membership is January to December. If dues are not received by May 1, 2019, the member's name will be removed from the membership roster. Members may also donate to any of the following funds supported by TCMGA*.

Please retain a copy of this form for your records. It serves as your receipt for dues payments and for tax purposes when a donation is included.

2019 TCMGA & OMGA Dues \$ 15.00

I would also like to make a donation to:

TCMGA Learning Garden Fund (formerly Pam's Fund)

\$ _____

OSU Master Gardener Class Scholarship Fund

\$ _____

TCMGA College Scholarship Fund

\$ _____

OMGA Mini-College Scholarship Fund

\$ _____

TOTAL Enclosed (Please make checks payable to TCMGA.) \$ _____

Check box if you want The Thymes by mail--otherwise you will receive it by E-Mail
Please mail (or deliver) this form and payment to:

TCMGA
4506 Third Street
Tillamook OR 97141
TCMGA Tax ID: 30-0064573

*No services were provided for this donation.

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Attachment B

Membership Chart

