

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CLEVELAND COUNTY MASTER GARDENER ASSOCIATION
AND THE OKLAHOMA COOPERATIVE EXTENSION SERVICE**

A. INTRODUCTION

These guidelines are to clarify the appropriate roles and working relationship between the Oklahoma Cooperative Extension Service (OCES) and the Cleveland County Master Gardener Association (CCMGA). These guidelines will set the framework for interactions between the OCES and the CCMGA.

Purpose of Oklahoma Cooperative Extension Service

The Oklahoma State University Cooperative Extension Service was authorized by Federal legislation in 1914 and established the formal partnership between the U.S. Department of Agriculture, State Governments, and County Governments for the conduct of Cooperative Extension education. The State Land Grant College for Oklahoma is the Oklahoma State University at Stillwater. The OSU Cooperative Extension Service provides education and research-based information to help Oklahomans solve problems and develop skills related to youth, family, agriculture, and community.

Purpose of the Oklahoma Master Gardener Associations

The Cleveland County Master Gardener Association is a non-profit, educational and service-oriented organization under the sponsorship of the Oklahoma State Extension Service, Cleveland County office.

As an organization under OCES sponsorship, the CCMGA agrees to abide by all policies and rules governing OCES including but not limited to the following nondiscrimination statement. Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

The CCMGA goals are to:

1. To aid in community awareness of the OSU Cleveland County Extension Service and its horticultural programs and services.
2. To encourage personal growth of members through knowledge of good horticultural practices and the sharing of this knowledge with others.
3. To help members and others to be more successful with their gardens, trees, lawns, and other horticultural interests.
4. To further the Master Gardener's and the community's awareness of horticulture.
5. To share interests in plants and nature through fellowship.
6. To encourage members to participate in community service projects.

Nature of the Cleveland County Master Gardener Association

The CCMGA is a volunteer organization that participates in OCES horticultural programs throughout the county and the state. The CCMGA constitution establishes the association as an educational organization that encourages adult education in horticulture through the Oklahoma State University Cooperative Extension Service. The CCMGA has had a close relationship with the Oklahoma State Cooperative Extension Service since the association was formed in 1979.

Membership, in the CCMGA is limited to persons who have attended a recognized Oklahoma Master Gardener program and completed its course requirements. The OCES County program coordinator and state master gardener guidelines establish course requirements.

The use of the **MASTER GARDENER** title is restricted to those persons who have met the initial requirements within one year of passing the course examination and have fulfilled 20 hours of continuing education and 20 hours of volunteer service hours in annually. The use of this title is further restricted to instances where the entitled person is representing the Oklahoma State Extension Service and any recommendations made will be based on current OCES research based information adhering to all OCES policies and procedures. The OCES county Horticultural Educator and the CCMGA will cooperate in planning and implementing horticultural programs deemed relevant through the OCES program advisor system. The county Horticulture Educator serves as the advisor to the CCMGA and serves as the liaison between the OCES and the CCMGA.

B. GENERAL ORGANIZATIONAL MANAGEMENT

CCMGA

1. Be knowledgeable of county, state, and national goals, organizational policies, and educational programs of OCES.
2. The President will be the official representative of the Cleveland County Master Gardener Association and will appoint all committee chairmen (except the Nominating Committee) and fill vacancies of elected positions in case of emergency.
3. Conduct functions and business of the organization such as:
 - Call the organization's meetings
 - Arrange for facilities, prepare agenda, contact program participants, conduct meetings, prepare minutes, and establish committees
 - Collect dues and other monies and maintain appropriate financial accounts.
 - Elect officers
 - Plan and conduct association activities
 - Submit reports as necessary
 - Plan and conduct county and community service projects
4. Maintain records in possession of current officers to include:
 - Secretarial minutes (last 2 years)
 - Financial records (last 2 years)
 - Constitution & By-Laws
 - Historical material
 - Program information

5. Pay for organization expenses of officers and committees, such as telephone, postage, and supplies. Financially support resource persons involved in association sponsored events.
6. Seek the advice and counsel of the Extension Horticultural Educator whenever conducting fund raising projects and activities.
7. Assist the county Extension office in community education sessions and projects.
8. Encourage association and group members to participate in Association meetings, field trips, and sponsored events.

OSU Extension Horticultural Educator

1. Be knowledgeable of state and national Master Gardener programs and goals.
2. Serve as advisor and consultant to the CCMGA and assist it in functioning to fulfill responsibilities. Identifies the resources and services available from the County Extension office.
3. Participates in state meetings and encourages participation by officers and members, as appropriate.
4. Provides advice and counsel, but does not serve as a purchasing agent for the CCMGA.

C. PROGRAM PLANNING, DEVELOPMENT, AND EVALUATION

CCMGA

1. The CCMGA Executive Committee will have general supervision over the affairs of the Association between its business meetings. They will fix the date, hour, and place of meetings, make recommendations to the president for the agenda of each meeting. They will identify and communicate educational program needs and concerns to the membership and the county Horticultural Educator.
2. Cooperate with the Horticultural Educator in planning, implementing, and evaluating quality research-based educational programs for CCMGA members and the community.

OSU Extension Horticulture Educator

1. Develop countywide educational programs to meet the horticultural needs of Cleveland County.
2. Cooperate with CCMGA Officers and committees in planning, implementing and evaluating quality research-based educational programs for the county.
3. Identify educational resources relevant to educational programs. Teach educational programs when appropriate.

D. LEADERSHIP AND PUBLIC POLICY

CCMGA

1. The current CCMGA officers will provide training sessions for their successors, as these new officers assume their new duties each year. This will include training the treasurer on

keeping accurate records of finances. The treasurer will maintain all monies for the association.

2. Identify and motivate members who exhibit potential for organizational and educational leadership.
3. Encourage members to participate and take leadership roles in appropriate public policy decision-making as individuals. They may not, however lobby or endorse a candidate or issue in the name of the organization.
4. The association will not give membership lists to individuals, organizations or agencies, unless appropriate.

OSU Extension Horticulture Educator

1. Advise the association officers and committees on leadership skills.
2. Assist in the identification of members who may be potential organizational and educational leaders. Serve as advisor to the nomination (of officers) committee.
3. Serve as resource for public policy education and provide educational materials, as needed.
4. Do not give membership lists of association members to individuals, agencies or organizations, unless appropriate.

E. COMMUNICATIONS

CCMGA

1. Establish and maintain communication with the county Horticultural Educator.
2. Establish and maintain communication network with other OCES organizations. The CCMGA program is one adjunct organization of the overall county Extension programs.
3. Submit to the Horticultural Educator the monthly meeting agenda, activity publicity, educational articles, and any other horticultural information for inclusion in the CCMGA newsletter and local media. The association will fund the postage for the members mailing expense.
4. Publicize programs and activities, and the involvement of members to the media and other interested persons.

OSU Extension Horticulture Educator

1. Establish and maintain communication network with CCMGA members.
2. Interpret current policies and guidelines of the OCES for the association.
3. Explain how the CCMGA program is one adjunct and interfaces with the overall county Extension program.
4. Communicate CCMGA Member State and county program achievements to significant policy and decision-makers on local, state & federal levels, as well as, within the Extension Service.
5. Assists the association public relations/media person in working with mass media personnel.
6. Publish and distribute the monthly CCMGA newsletter.

F. EVENTS AND ACTIVITIES

CCMGA

1. Plan, conduct and evaluate CCMGA events through committees.
2. Plan, conduct and evaluate educational tours through appropriate committees.
3. Plan, conduct, and evaluate trips to conferences and meetings at the state, and national level.
4. Provide judges and other support for the Cleveland County Fair, CCMGA and other events through appropriate committees and volunteers.
5. Teaching Gardens - Responsible for planning, maintaining, and overseeing the gardening project as approved by the OCES Horticulturist.
6. Responsible for ensuring compliance of members to state and county Master Gardener guidelines.

OSU Extension Horticulture Educator

1. Coordinates with the Cleveland County Fair Board to obtain meeting and event facilities for the association
2. Advise and support members in their roles in county and state meetings and events. Assists county fair participants in fulfilling their roles.
3. Serve as advisor for educational tours committee for tours sponsored by county association.
4. Serve as advisor to committee planning trip to OSU and other horticultural meetings and conferences.
5. Teaching Gardens – Responsible for approving all garden designs, plantings and remedial actions implemented utilizing pesticides in the teaching gardens.

**IMPLEMENTATION OF CCMGA/OCES
AGREEMENT AND PROVISIONS FOR ANNUAL REVIEW**

To receive maximum benefit from the CCMGA//OCES agreement, the Extension Horticultural Educator and the Executive Committee of the Cleveland County Master Gardener Association should review the agreement annually in January and determine if modifications are warranted. The signatures of the parties below will signify acceptance of this agreement by their respective offices and organizations:

President, Cleveland County Master Gardener Association Date

OCES Horticultural Educator (Cleveland County) Date

OCES Extension Director (Cleveland County)

Date

Reviewed By Date