

**Operating Guidelines**  
E.R. Jackman Friends and Alumni  
College of Agricultural Sciences  
Oregon State University

December 2023 (Revised from September 2018)

**PREAMBLE**

Edwin Russell Jackman was an OSU Extension farm crop and range management specialist for more than 40 years. He was widely recognized for dedicating himself to supporting Oregon agriculture and helping increase awareness among Oregonians about the importance of their state's agriculture.

An organization honoring E.R. Jackman was established shortly after his death in 1967 to honor his work and encourage private giving to enable a continuation of his legacy to Oregon and to the Oregon State University College of Agricultural Sciences. Those who established that organization envisioned dedicated volunteer service to the people of Oregon, Oregon agriculture, and Oregon State University in ways that would ensure a positive future for agriculture and the natural resources of Oregon.

The focus and activities of the E.R. Jackman Friends and Alumni (ERJFA), the organization that bears his name today, are intended to perpetuate E.R. Jackman's ideals by marshaling the energy, ideas, resources, and commitment of alumni and friends for support of higher education in areas related to agriculture and natural resources not just within Oregon but nationally, and internationally.

**ARTICLE ONE – ESTABLISHMENT**

E.R. Jackman Friends and Alumni is established and chartered by the Oregon State University College of Agricultural Sciences as a membership organization for the College's alumni and friends. It is aligned with the Oregon State University Foundation in a mutually supportive affinity relationship.

**ARTICLE TWO – MISSION AND VISION**

Section 1: E.R. Jackman Friends and Alumni is the champion of lifelong relationships among the Oregon State University College of Agricultural Sciences and its students, alumni, and friends. The E.R. Jackman Friends and Alumni organization will plan, participate in, and support student programs, alumni relations, friend building, and fundraising on behalf of the College of Agricultural Sciences.

Section 2: E. R. Jackman Friends and Alumni will lead in developing relationships that support the mission of the College of Agricultural Sciences.

## **ARTICLE THREE – OPERATIONAL RESPONSIBILITY**

Overall operational responsibility for the establishment, design, administration, and conduct of programs of the College of Agricultural Sciences is vested with the Dean of the College. The E.R. Jackman Friends and Alumni organization carries out its activities within that context.

## **ARTICLE FOUR – STRUCTURE**

Section 1: The E.R. Jackman Friends and Alumni organization operates with a structure that is comprised of the following:

- a) Members
  - 1) Annual
  - 2) Honorary
  - 3) E.R. Jackman Fellows
- b) Board
- c) Officers of the board
- d) Committees

## **Article Five – Members**

Section 1: Annual Membership

- a) Open to all alumni, friends, stakeholders, and donors of the College of Agricultural Sciences who give \$1,000 or more annually to any of the College-related Foundation accounts.
- b) Determined on an academic calendar year (July 1 to June 30)
- c) The OSU Foundation maintains a database of donors.
- d) Considered to be part of the Oregon State University Foundation's Beaver Leadership Circle which is administered by the Foundation's annual giving program.
- e) New alumni can become members of ERJFA on a sliding donation scale as follows:
  - 1) \$150 (1 year after graduation)
  - 2) \$250 (2-4 years after graduation)
  - 3) \$500 (5-9 years after graduation)
  - 4) The sliding scale donation applies only to the first OSU degree. For couples, it applies to the earliest degree among the couple.

Section 2: Honorary Membership is granted on a lifetime basis to major donors (individual, couple, or organization) of the College of Agricultural Sciences who have given a cumulative total of \$ 50,000 or more to funds overseen by any unit within the College of Agricultural Sciences.

### Section 3: E.R. Jackman Fellows

- a) Granted on a lifetime basis to individuals, couples, or organizations who have made a donation of \$3,000 or more to an E.R. Jackman Endowment (Scholarship, Enhancement, or Unrestricted)
- b) Donation may be made by a pledge over a three-year period.
- c) Receive specific privileges determined by the board, including but not limited to an annual group meeting with the Dean and participation in special events that may be scheduled by request of the Fellows or the Dean.
- d) May also be an annual E.R. Jackman Friends and Alumni member and/or an Honorary ERJFA member.

## **Article Six – Board**

### Section 1: Duties

- a) Guide the organization, establish policy, and set priorities.

### Section 2: Expectations

- a) Engage consistently and regularly in the business of the board and activities of the organization.
- b) Accept invitations to represent E.R. Jackman Friends and Alumni and the College to their several publics.
- c) Help recruit new members and retain existing members.
- d) Donate to the College of Agricultural Sciences.
- e) Design, establish, and carry out activities that advance the mission of the College of Agricultural Sciences.

### Section 3: Composition

- a) Twelve voting members elected from:
  - 1) Members of the E.R. Jackman Friends and Alumni (See Article 5)
  - 2) Others identified by the Nominating Committee
- b) Six non-voting, ex officio
  - 1) Dean
  - 2) Associate Dean for Academic Programs
  - 3) Director of Alumni Relations
  - 4) Financial Officer
  - 5) Student Engagement Coordinator
  - 6) Student Director of the CAS Club Leadership Team

#### Section 4: Terms and Election

- a) Staggered three-year terms that begin on January 1 and end on December 31.
- b) Limited to two sequential 3-yr terms with exceptions to allow completion of Officer appointments or special projects.
- c) Elected at the annual membership meeting from a slate provided by the Nominating Committee.

#### Section 5 – Vacancies

- a) May be filled by the Board for the duration of the term vacated.

### **ARTICLE SEVEN – OFFICERS OF THE BOARD**

#### Section 1: General

- a) Elected from within members of the Board by members of the Board.
- b) Elected to one-year terms that begin January 1 and end on December 31.
- c) Election occurs immediately following annual membership meeting.

#### Section 2: President

- a) Provides leadership and direction for the board in cooperation with the College.
- b) Appoints committee chairs.
- c) Establishes *ad hoc* committees when necessary and appoints members and chairs.
- d) In coordination with the Dean and other board members, prepares meeting agendas for board and annual meetings and oversees their conduct.

#### Section 3: President-elect

- a) Works collaboratively with the president to fulfill the responsibilities of that office.
- b) Carries out other duties as arranged with the president and the board.

#### Section 4: Past President

- a) Serves as the liaison with the Oregon State University Foundation.
- b) Serves as a member of the Nominating Committee.
- c) Works collaboratively with the president and president-elect.
- d) Carries out other duties as arranged with the president and the board.

#### Section 5: Vacancies

- a) If a board officer vacancy should occur within the term of office, the board will elect a successor from among current board members.

### **ARTICLE EIGHT – COMMITTEES**

Section 1: The board may establish committees as needed to carry out the mission of the organization.

Section 2: Any member of the organization, including board members, may serve on a committee or chair a committee except the Nominating Committee.

### Section 3: Standing Committees

- a) Fund Allocation Committee
  - 1) Four or more members
  - 2) Includes the Financial Officer and a representative of the College's Academic Programs Office.
  - 3) Develops a proposed annual budget for approval by the Board.
  
- b) Internship Support Committee
  - 1) Four or more members
  - 2) Include representatives of the Dean's office and the Academic Programs Office.
  - 3) Meets three times annually.
  - 4) For international internships, makes recommendations for additional support from the College's Global Experience Fund.
  
- c) Club Funding Committee
  - 1) Committee members will be volunteers from the Board or other ERJFA members
  - 2) Receives staff support from the CAS Student Engagement Coordinator.
  - 3) Meets one time annually, usually in early May.
  
- d) Nominating Committee
  - 1) Members: The Dean, Associate Dean of Academic Programs, Director of Alumni Relations, and past president of the board.
  - 2) Prepares slate of board members to present at annual membership meeting.
  
- e) Committee Chairs
  - 1) Appointed by the president except the Nominating Committee.
  - 2) Invited participants in board meetings and related activities but may or may not be voting members of the board.

## **ARTICLE NINE – MEETINGS**

### Section 1: Annual Membership Meeting

- a) Convened each year in the fall term on a date determined by the board and the Dean.
- b) The business at the annual meeting includes but is not limited to:
  - 1) Election of board members.
  - 2) Committee reports.
  - 3) Recruitment of new committee members and chairs.
  - 4) Presentations by students supported through various ERJFA funds.

### Section 2: Board Meetings

- a) Meets a minimum of four times a year.
- b) Special board meetings may be convened by the president or at the request of three or more members of the board.
- c) A simple majority of board members constitutes a quorum.

Section 3: The annual meeting, board meetings, committee meetings and any other meeting involving ERJFA may include an electronic component where at least one person may not be physically present.

## **ARTICLE TEN – COLLEGE OF AGRICULTURAL SCIENCES DIRECTOR OF ALUMNI RELATIONS**

The College’s Director of Alumni Relations will also serve as a staff person for board activities and will work closely with the board officers, with the understanding that this position also has responsibilities unrelated to E.R. Jackman Friends and Alumni.

## **ARTICLE ELEVEN – RELATIONSHIP WITH OSU FOUNDATION**

Section 1: The Oregon State University Foundation receives donations of money or other assets for the benefit of the programs of the College of Agricultural Sciences and Oregon State University.

Section 2: The Oregon State University Foundation shall administer said funds and assets in accordance with the wishes of the donors and make available to the Board those funds appropriate for allocation. The Oregon State University Foundation ensures that the funds are used as designated by the donor for the benefit of the College of Agricultural Sciences and its programs.

Section 3: The E.R. Jackman Funds are held and managed by the Oregon State University Foundation. Through donor designation, by action of the Board, or by the College’s Dean’s office, additional endowment funds may be designated to be held under the umbrella of the E. R. Jackman Friends and Alumni. A listing of those individual endowments can be requested from the CAS Financial Officer. With the concurrence of the Dean of the College of Agricultural Sciences, E.R. Jackman shall recommend to the Oregon State University Foundation expenditures.

## **ARTICLE TWELVE – DISSOLUTION**

In the event that dissolution of E.R. Jackman Friends and Alumni becomes necessary as determined by the Dean and the Board, any remaining funds or assets will be made available to the College of Agricultural Sciences to be used in a manner consistent with the wishes and interests of the donors, as interpreted by the Dean of the College of Agricultural Sciences, for the benefit of Oregon State University College of Agricultural Sciences as a lasting memorial to Edwin Russell Jackman.

## **ARTICLE THIRTEEN – REVISIONS TO OPERATING GUIDELINES**

These operating guidelines may be amended by mutual consent between the Dean and the board.