

E.R. Jackman Friends and Alumni

September 2018 (Revised from February 2015)

Establishing and sustaining values

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 of 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 natural resources of Oregon.

The focus and activities of the E.R. Jackman Friends and Alumni, 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.

Character

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.

Mission

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 fund raising on behalf of the College of Agricultural Sciences.

Vision

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

Governance 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.

Structure

The E.R. Jackman Friends and Alumni organization operates with a structure that comprises:

- Members
- Board
- Officers of the board
- Committees

Members

Membership in E.R. Jackman Friends and Alumni is open to all alumni, friends, stakeholders and donors of the College who give \$1,000 or more annually to any of the College related Foundation accounts. These donors will also be considered part of the Oregon State University Foundation President's Circle and are also welcomed into the E. R. Jackman Friends and Alumni and receive additional benefits and engagement opportunities because of this partnership. The President's Circle is administered by the Foundation's annual giving program.

Board

A board of elected and *ex-officio* members will guide the organization, establish policy, and set priorities. The board will comprise:

- Nine voting board members elected from the E.R. Jackman Friends and Alumni membership, serving staggered three-year terms. Board members are elected at an annual meeting of members of E.R. Jackman Friends and Alumni from a slate provided by the Nominating Committee.
- Five non-voting board members from the College of Agricultural Sciences are *ex-officio*. They are the dean, the assistant dean for Academic Programs, the director of External Relations, the College of Agricultural Sciences business manager, and the student president of the Agriculture Executive Council.
- Chairs of committees are invited participants in board meetings and related activities but are not, by virtue of their committee roles, voting members of the board.

Elections

Elections for open board positions are carried out annually in the fall quarter at a meeting convened at Homecoming on the Oregon State University campus in Corvallis. Members of E.R. Jackman Friends and Alumni who are present and in good standing may vote.

Board officers

Officers of the board are elected by board members from board membership. Officers are president, president-elect and past president. Terms of office are one year. The president-elect succeeds the president. Elections of board officers occur annually, immediately following the annual membership meeting.

Vacancies

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

Meetings

Periodic meetings afford opportunities for efficient and effective conduct of the organization's business. Planned meetings include:

- ***Annual membership meeting.*** An annual membership meeting will be convened each year during Oregon State University Homecoming weekend. Business that may be conducted at the annual meeting includes, but is not limited to election of board members, committee reports, and recruitment of new committee members and chairs.
- ***Quarterly board meetings.*** The board will meet quarterly in person or by teleconference, video conference, or other suitable means. Special board meetings may be convened by the president or at the request of three or more members of the board.

Committees

The board may establish committees as needed to carry out the mission of the organization. Any member of the organization, including board members, may serve on a committee, or chair a committee. (Membership on the Nominating Committee is an exception, see below.)

Standing committees

Certain committees are ongoing: Fund Allocation, Internship Support, Nominating.

Committee chairs

With the exception of the Nominating Committee (see below), committee chairs are appointed by the president.

Fund Allocation Committee

Committee members will include representatives of the dean's office and the College's Office of Academic Programs.

Internship Support Committee

Committee members will include representatives of the dean's office and the College's Office of Academic Programs.

Nominating Committee

Nominating Committee members are the dean, assistant dean for Academic Programs, director of External Relations, and past president of the board.

Roles

Board

Members

Board members are selected for their leadership roles for alumni and other friends of the College. Among the expectations of board members are that:

They engage consistently and regularly in the business of the board and activities of the organization.

They are willing to accept invitations to represent E.R. Jackman Friends and Alumni and the College to their several publics.

They help recruit new members and retain existing members.

They are donors to the College of Agricultural Sciences.

The board is called on to design, establish, and carry out activities that advance the mission of the College of Agricultural Sciences.

E.R. Jackman Friends and Alumni, including recommending the allocation of certain charitable gifts and endowments held and managed by the OSU Foundation. (See Appendix 1.)

Quorum and decision making

A simple majority of board members constitutes a quorum. Decisions of the board may be made by consensus or, if by vote, by a simple majority of voting board members present.

Officers

President

Provides leadership and direction for the board in cooperation with the College. Appoints committee chairs. Establishes *ad hoc* committees when necessary and appoints members and

chairs. In coordination with the dean of the College and other board members, prepares meeting agendas for board and annual meetings and oversees their conduct.

President-elect

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

Past president

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

Committees

Fund Allocation Committee

Determines once each year the amount of E.R. Jackman Friends and Alumni related funding that will be provided for scholarships, clubs, and internship support. Subcommittees made up of members of the Fund Allocation Committee and others will work directly with clubs and will be involved in conducting the internship program interviews.

New Member Recruitment Committee

Works in conjunction with college marketing efforts to recruit new members. Identifies new audiences and promotes Jackman-related events and programs.

Nominating Committee

The Nominating Committee annually proposes a slate of candidates for board membership.

College of Agricultural Sciences director of External Relations

Among several responsibilities unrelated to E.R. Jackman Friends and Alumni, the College's director of External Relations will also serve as staff person for board activities, and will work closely with the board officers.

Appendix 1: Relationship with OSU Foundation

Money or other assets for the benefit of the programs of the College of Agricultural Sciences and Oregon State University through the efforts of the Board shall be received by the Oregon State University Foundation.

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.

The E.R. Jackman Funds are held and managed by the Oregon State University Foundation. With concurrence of the dean of the College of Agricultural Sciences, E.R. Jackman shall recommend to the Oregon State University Foundation expenditures of the E.R. Jackman Unrestricted account and the E.R. Jackman Enhancement account held by the Foundation for the benefit of the people and programs of the College of Agricultural Sciences.

In the event dissolution of E.R. Jackman Friends and Alumni becomes necessary as determined by the dean or 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.

Appendix 2: Revisions to operating guidelines

These operating guidelines may be amended by the dean, or by recommendation of the board and approval of the dean.

Source: Office of the Dean College of Agricultural Sciences Oregon State University VI3