

# **American Forage and Grassland Council**

## **Policy and Procedures Handbook**

Revised 2014

# AFGC POLICY AND PROCEDURE MANUAL

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# American Forage and Grassland Council

## Policy and Procedure Manual

### **Section I**

### **General Information**

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## AMERICAN FORAGE AND GRASSLAND COUNCIL

**Vision Statement** – To be the leader and voice of economically and environmentally sound forage focused agriculture

**Mission Statement** – To promote the use of forages as economically and environmentally sound agriculture through education, communication and professional development of producers, scientists, educators and commercial representatives and through communication with policy makers and consumers in North America

**Key Objectives** –

1. Communication
2. Education
3. Membership
4. Funding
5. Professional Development
6. Organizational Structure

**Contact Information**

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Physical Address: American Forage and Grassland Council  
102 Bond St.  
Berea, KY 40403

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## AMERICAN FORAGE AND GRASSLAND COUNCIL HISTORY

### The Beginning

In July of 1944, 30 dedicated grasslanders met in Buffalo, New York, to form the Joint Committee on Grassland Farming (JCGF). The mission: Research the production methods, equipment, facilities, preservatives, and utilization of forage crops.

Dr. Jack Bartlett, head of the Department of Dairy Science at the New Jersey Agricultural Experiment Station served as the first chairman. Other key members of the original committee were: Dr. Carl Bender, Dairy Department, New Jersey Agricultural Experiment Station; Zur W. Craine, Secretary, National Silo Association; Edward A. Silver, Director of Agricultural Research, Oliver Farm Equipment Co.

Publications bringing together the latest information on all aspects of grassland agriculture was the primary thrust of JCGF. Four major publications were printed over the next ten years with distribution exceeding 1.5 million copies.

The JCGF voted to hold annual meetings with other societies, a move consistent with its objectives. The first joint meeting was held in 1951 with the American Society of Agronomy (ASA) and the Soil Science Society of America (SSSA). Between 1951 and 1958, the JCGF held joint meetings with seven other professional societies.

### A New Name – A New Era

In December of 1957 after years of study and a complete reorganization, the JCGF changed its name to the American Grassland Council (AGC). W.A. King, Chairman of JCGF, was elected the new AGC president.

The organization grew and redirected its mission over the ten years that followed. Joint meetings with other organizations became a major function of the Council. Other new efforts included sponsoring national grassland field days, state grassland councils and a national awards program. The first state grassland council was formed in Pennsylvania in 1960. The Kentucky Council was formed in 1962. Publications became less prominent with the Council since American universities distributed printed materials on all phases of grassland agriculture.

“Grassland Progress”, a quarterly publication, was initiated in 1958. It promoted grassland farming and the activities of the AGC. In 1965, it was renamed and expanded as the “Forage and Grassland Progress”. In 1972, Dr. J.E. Baylor, Penn State University, began editing the “Progress”.

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## **Council Gets Second Name Change in 1968**

The AGC officially changed its name in July of 1968 to the American Forage and Grassland Council (AFGC). Major updating of the objectives and bylaws followed, including allowing private industry greater involvement in AFGC and its activities. Other accomplishments included:

- 1962 AFGC held first National Grassland Field Day and Conference, in Hershey, Pennsylvania in August. Three other national events were held before this approach was discontinued.
- 1968 AFGC held its first Conference in Chicago, Illinois.
- 1978 Formed the Affiliate Advisory Committee, a vital link between the AFGC Board and Affiliate Councils.
- 1980 Began the Outstanding Young Scientists Program to recognize excellence in research and communications skills among young forage scientists.
- 1981 The AFGC and University of Kentucky jointly sponsored the XIV International Grassland Congress.
- 1982 The first producers were elected to the Council's Board of Directors. They were John Rodgers of Pennsylvania and Charlie Schnitzler of Kentucky.
- 1985 Initiated the Forage Spokesperson Contest.
- 1986 The AFGC and the Southern Pasture and Forage Crop Improvement Conference held a joint meeting.
- 1986 Initiated the Growth Fund.
- 1987 Initiated the Speakers Bureau.
- 1989 The AFGC held its annual conference in Canada, the first outside the USA.
- 1989 The Council presented the first President's Award to the Kentucky Forage and Grassland Council for the largest percentage increase in membership.
- 1989 Initiated a newsletter for members – "AFGC News".
- 1990 The AFGC began publication of Conference Interpretive Summaries.
- 1990 The first AFGC Photo Contest was held at the annual conference.
- 1991 The first AFGC National Hay Show was held in Columbia, Missouri.
- 1991 The Forage Spokesperson Contest received full sponsorship.
- 1991 John Rodgers was elected as the first producer vice president of the Council and became president in 1993.
- 1991 The Council adopted a mission statement.
- 1993 Developed a strategic plan.
- 1994 The 50<sup>th</sup> anniversary of the founding of the American Forage and Grassland Council was celebrated at the AFGC Convention in Lancaster, Pennsylvania, March 6, 1994.
- 1996 The Youth in Grazing Management Contest was begun.
- 1996 The first issue of "The Forage Leader" was published in Spring, 1996.

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- 1997 The first Leadership Conference was held at the Noble Foundation, Ardmore, Oklahoma, in 1997.
- 1999 AFGC and the Society for Range Management held a joint conference in Omaha, Nebraska.
- 2000 AFGC established a stand-alone website, [www.afgc.org](http://www.afgc.org).
- 2000 AFGC and the North American Alfalfa Improvement Conference held a joint meeting in Madison, Wisconsin.
- 2000 AFGC published “Stewardship for the 21<sup>st</sup> Century: A Report on America’s Forage and Grassland Resources and Needs”.
- 2001 Affiliate Council Advisory Committee President became a voting member of the AFGC Board of Directors.
- 2003 AFGC initiated an email publication “Forage Progress” compiled from presentations made at annual AFGC conferences.
- 2003 AFGC conducted a second strategic planning session. Developed a core purpose “Advance forage agriculture and grassland stewardship” and a goal “To be the leader and voice of economically and environmentally sound forage focused agriculture”.
- 2004 The Sustaining Member category was established.
- 2005 AFGC initiated the Certified Grassland Professional (CGP) program with the USDA, National Resource Conservation Service (NRCS).
- 2006 AFGC established an online membership directory.
- 2007 AFGC and ASA Northeast Branch held a joint meeting in University Park, Pennsylvania.
- 2007 AFGC Headquarters Office initiated no cost administrative services for affiliate councils including affiliate council member database, dues collection, and web page space.
- 2010 AFGC Headquarters Office was moved to Berea, KY under the guidance of a new association management company.
- 2011 AFGC entered into a new Memorandum of Understanding with USDA/NRCS for the CFGP certification program and Technical Service Provider program.
- 2012 AFGC moved from a summer annual meeting to a winter annual meeting.

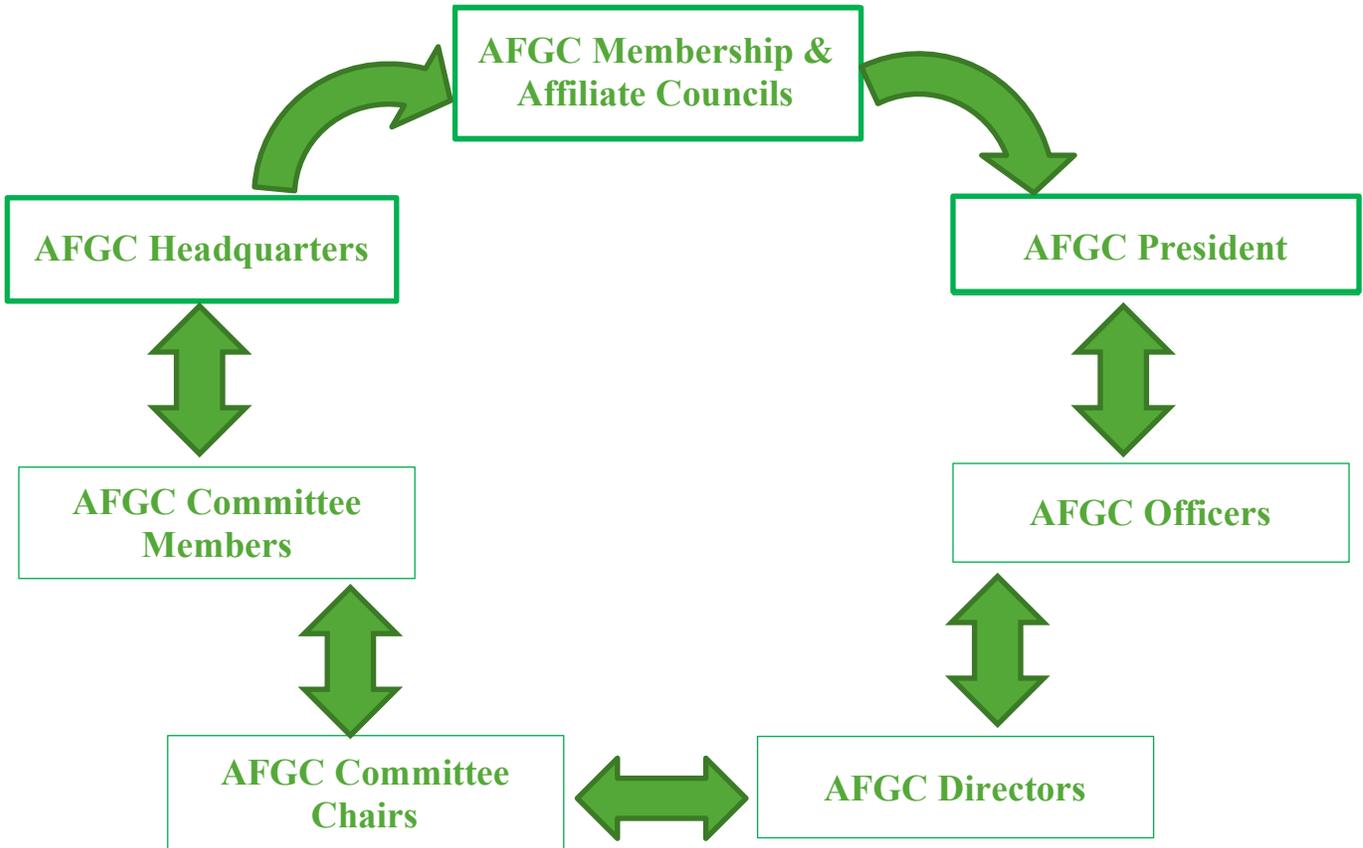
# American Forage and Grassland Council

## Policy and Procedure Manual

### **Section II**

### **Organizational Structure**

## AFGC ORGANIZATIONAL CHART



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## AMERICAN FORAGE AND GRASSLAND COUNCIL COMMITTEES AND THEIR RESPONSIBILITIES

Committee chairpersons are appointed by the AFGC President and may serve for a maximum of three years. Terms may be extended to a fourth year with special approval of the AFGC Board of Directors. Chairpersons should be current members of the board. Committee membership should represent, to the extent possible and/or practical, all sectors of membership and geographic areas of AFGC.

Committee members are normally selected by the chairperson with consultation and approval of the AFGC President.

The following are standing committees with subcommittees noted:

1. Affiliate Council Advisory
  - a. Affiliate Membership
  - b. Affiliate Services
2. Awards/Nominations
  - a. Distinguished Grasslander
  - b. Merit Award
  - c. Medallion Award
  - d. Allen Illumination Award
  - e. Election of Vice President
  - f. Board Nominations and Slate
3. Competitions
  - a. National Hay Contest
  - b. National Photo Contest
  - c. National Forage Spokesperson Competition
  - d. National Emerging Scientist Competition
  - e. National Forage Bowl Competition
  - f. Youth in Grazing Management Essay Contest
4. Finance
5. Governance
  - a. By-Laws
  - b. Policy & Procedure Manual
6. Legislative
7. Membership
  - a. Corporate
  - b. Individual
  - c. Sustaining
  - d. Student
8. Professional Development
  - a. Certified Forage and Grassland Professional Program
  - b. Continuing Education Credit
9. Programs & Education
  - a. Annual Conference
  - b. Annual Tour
10. Research
11. Communications/Marketing
  - a. AFGC Publications
  - b. AFGC Website
  - c. AFGC Communications

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## AMERICAN FORAGE AND GRASSLAND COUNCIL AFFILIATE COUNCIL ADVISORY COMMITTEE

### **Organization:**

- This committee shall consist of the current president from each affiliate council.
- The Advisor of the Affiliate Council Advisory Committee shall be a voting member of the AFGC Board of Directors.
- The Affiliate Council Advisory Committee shall elect one member to serve as the Advisor on the AFGC Board of Directors for a term of one year.
- If the Advisor is unable to complete his/her term, then the Affiliate Council Advisory Committee will select another member to serve the remainder of the term.

### **Purpose:**

- This committee's responsibility is to advise the AFGC Board of Directors on matters pertaining to affiliate council's concerns and activities.

### **Goals/Objectives:**

- To determine concerns and needs of affiliate councils as they relate to the national organization.
- To explore ways the needs and concerns of affiliate councils can be addressed by AFGC and communicate this to the AFGC Board of Directors.

### **Procedures:**

- The Affiliate Council Advisory Committee will meet at least once during the annual meeting of AFGC.
- The Affiliate Council Advisory Committee will meet quarterly via conference call or other electronic means.
- Report concerns and/or recommendations to the AFGC Board of Directors on issues identified by the Committee.

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## AMERICAN FORAGE AND GRASSLAND COUNCIL AWARDS/NOMINATIONS COMMITTEE

### **Organization:**

The Awards/Nominations Committee will be chaired by the immediate past president of AFGC. Committee should consist of three most recent past presidents still active in the organization.

### **Purpose:**

- To recognize excellence in people and programs involved in the forage and grassland industry.
- To publicize outstanding achievements of people involved in forage and grassland work.
- To annually nominate two candidates for the AFGC Vice President.
- Annually select a slate of nominees for the AFGC Board of Directors representing each of the three sectors—public, producer and industry. At least three and no more than four individuals shall be nominated in each sector.

### **Goals/Objectives:**

- Annually solicit nominations for a Medallion Award, Merit Awards, Distinguished Grasslander Awards, and Allen Illumination Award.
- Publicize award winners through news releases, magazine articles, radio/television stories, etc.
- Ensure that guidelines are followed and awards are in place for the President's Award, Presidential Citation, Recognition Awards, Emerging Scientists, Forage Spokesperson, and Competitions.
- Ensure that AFGC historical database and website posting of past Presidents and all award winners are updated to include current year recipients. Database resides at AFGC headquarters.
- To nominate two highly qualified candidates for vice president of AFGC. Candidates for vice president will be selected on the basis of merit, including: demonstrated leadership ability, past and current participation in AFGC, and potential to provide vision and leadership to AFGC. Candidates must be current members in good standing. By their selection of candidates, the Nominations Committee will ensure that a representative of each sector (public, industry and producer) will be elected vice president at least once each three years in a fixed rotation among the public, industry and producer sectors. Nominate vice president candidates in order to have election by mail ballot completed by AFGC Fall Board of Directors Meeting.
- Nominees for Board of Directors must be current members of AFGC in good standing. It is recommended and encouraged that the names of producer candidates be submitted by affiliate councils for consideration by the Nominations Committee. However, this does not preclude individuals from submitting names for consideration. Nominate board members in order to have the election completed prior to the AFGC Annual Meeting.
- The Nominations Committee is charged with the responsibility of maintaining of balance of representatives from all segments of the forage industry as well as geographic areas. While individuals may serve more than one term, it is recommended that these not be consecutive terms. In any event, no person shall serve more than two consecutive terms.

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## **Procedures:**

- Select recipients for Merit Awards (up to 5) and Distinguished Grasslander (number determined annually by AFGC Executive Committee).
- Provide the AFGC Executive Committee with names and information on each Medallion Award Nominee and Illumination Award for the Executive Committee to select one individual who best fits AFGC's criteria for the award.
- Promote the Awards through the affiliate councils and AFGC membership for nominations.

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## AMERICAN FORAGE AND GRASSLAND COUNCIL AWARDS PROGRAM GUIDELINES

Through its Awards program, the American Forage and Grassland Council recognizes outstanding leaders in the broad field encompassing forage and grassland activities.

The objective of the Awards Program is to acknowledge significant contributions to forage and grasslands, so winners are chosen from all areas of the industry. Eligibility is extended to scientists, representatives of public service agencies, professional industry agriculturists, and farmers and ranchers.

Nominations can be made by any member of the American Forage and Grassland Council and active participation in making nominations is encouraged.

### **The Medallion Award**

The Medallion Award is the highest recognition given by AFGC. The recipient receives an engraved medallion and plaque. Only one such award is presented annually.

Recipient must be a member of AFGC and have made such outstanding contributions on behalf of forages and grasslands and the American Forage and Grassland Council to have earned national recognition for work in research, teaching, extension or industrial development.

Nominations should be submitted using the appropriate form or guidelines available from AFGC headquarters (1/800/944-2342) or at [www.afgc.org](http://www.afgc.org).

The Executive Committee of AFGC will select the recipient.

The Medallion Award will be presented each year during the Annual Meeting of AFGC or at such other appropriate occasion as determined by the AFGC Board of Directors. A complimentary annual meeting registration for the winner and two complimentary awards banquet tickets are provided to the winner by AFGC.

### **The Distinguished Grasslander Award**

The Distinguished Grasslander Award is presented to individuals who, during their careers, have served the forage and grassland segment of agriculture with distinction. The number awarded annually will be at the discretion of the AFGC Board of Directors. The award carries a lifetime membership in AFGC.

Nominees must have completed at least one career in the forage and grassland segment of agriculture. Nominees must be 55 years of age or over at the time of nomination.

Nominations should be submitted using the appropriate form or guidelines available from AFGC headquarters (1/800/944-2342) or at [www.afgc.org](http://www.afgc.org).

The Awards Committee of AFGC will select the recipients.

A complimentary awards banquet ticket and the winner and his/her guest are provided by AFGC.

### **The Merit Award**

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The Merit Award is presented to individuals who have made outstanding contributions in some phase of forage and grassland agriculture. Up to five awards may be presented annually. The recipient receives an engraved plaque.

Nominees must have earned recognition among their colleagues in public service or private industry for contributions in support of some phase of forage and grassland agriculture in research, teaching, extension, industrial development, production or service.

Nominations should be submitted using the appropriate form or guidelines available from AFGC headquarters (1/800/944-2342) or at [www.afgc.org](http://www.afgc.org).

The Awards Committee of AFGC will select the recipients.

Awards will be presented each year during the Annual Meeting of AFGC or at such other appropriate occasion as determined by the Board of Directors.

A complimentary awards banquet ticket for the winner and his/her guest is provided by AFGC.

### **Allen Award of Illumination**

Recipient must have illuminated in others a passion for grazing lands and grazing animals and an appreciation of their essential role in human existence. It is given to those who inspire others to achieve a greater depth of understanding of grazing lands and to recognize that such understanding comes through teamwork and collaboration across multiple disciplines.

Nominations should be submitted using the appropriate form or guidelines available from AFGC headquarters (1/800/944-2342) or at [www.afgc.org](http://www.afgc.org).

The Executive Committee of AFGC will select the recipient.

The Allen Award of Illumination will be presented during the Annual Meeting of AFGC or at such other appropriate occasion as determined by the AFGC Board of Directors.

A complimentary annual meeting registration for the winner and two complimentary awards banquet tickets are provided to the winner by AFGC.

### **President's Award**

The President's Award is presented annually to the most active affiliate council shown by membership growth and other activities such as annual meetings, field days, conferences, tours, awards, and promotions of grassland agriculture within the state or province throughout the previous year. The affiliate council reports, submitted at least 30 days before the annual AFGC meeting, are utilized to determine suitability for this award.

The AFGC President determines the most deserving affiliate council based on annual report submitted and by giving preference to membership growth and then additional council activities.

A large display trophy will be presented to the winning affiliate council to hold for one year, along with a \$500 cash payment. The award is presented at the annual AFGC conference and any affiliate council in good standing can receive this award.

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## **Presidential Citation**

The Presidential Citation recognizes outstanding accomplishments in the development, production, utilization, or promotion of forages. The Presidential Citation is awarded to an individual in recognition to outstanding leadership and service in the world of forages and grasslands, with particular emphasis in strong AFGC involvement and extraordinary achievements across all aspects of forage and grassland management.

The AFGC President, in consultation with the AFGC Executive Committee, recommends one name to the Awards Committee for evaluation and approval. An attractive plaque is presented to the recipient during the annual meeting of AFGC. This award is to be considered discretionary and not necessarily presented every year. Awardees should be selected without regard to volume of research or number of publications.

A complimentary awards banquet ticket for the winner and his/her guest is provided by AFGC.

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## AMERICAN FORAGE AND GRASSLAND COUNCIL GOVERNANCE COMMITTEE

### **Organization:**

The Governance Committee will be chaired by the Vice President and include at least three other members.

### **Purpose:**

- To periodically review the bylaws and policy and procedure manual for needed changes.
- To suggest bylaw and policy and procedure manual changes to the AFGC Board of Directors.
- To publicize proposed changes in the bylaws to the membership in accordance with Article X of the bylaws.
- To review proposed actions of the Board of Directors to determine if they comply with the bylaws.

### **Goals/Objectives:**

- Review governing documents annually for items that may need to be changed and/or updated.
- Solicit ideas from the AFGC Executive Committee, Board of Directors and Committee Chairpersons regarding changes that need to be made to the AFGC governing documents.
- Ensure that proposed changes are properly publicized, discussed and considered before adoption.
- Review minutes of the AFGC Board of Directors to be sure proposed actions are in accordance with the governing documents.

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## AMERICAN FORAGE AND GRASSLAND COUNCIL LEGISLATIVE COMMITTEE

### **Organization:**

The Legislative Committee will consist of a chairperson and at least three other members. The chairperson shall be the senior vice president on the AFGC board of directors.

### **Purpose:**

- To provide information.
- To monitor the key policy and decision-making issues associated with forages and grasslands, and to initiate a plan of action for AFGC to address these issues in a timely manner as consistent with AFGC's 501(c)3 non-profit status.

### **Goals/Objectives:**

- To establish a means of identifying key policy- and decision-making issues important to the science, education, and technology of forages and grasslands.
- To prioritize such policy issues, in concert with the AFGC Board of Director and members, and develop a brief statement on identifying the issue, its potential solution(s), statement of facts associated with the issue, and recommendations for addressing the issue.
- To develop means to keep legislative members, both national and state, informed of the importance and needs of the forage industry.
- To provide periodic reports to the AFGC Board of Directors and members.

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## AMERICAN FORAGE AND GRASSLAND COUNCIL MEMBERSHIP COMMITTEE

### **Organization:**

- To be made up of a minimum of six members, of which one will be a corporate member, one will be a member of the affiliate council advisory committee, and one will be a board member. Additional members may be added as needed.
- The Membership Committee will maintain a network of contacts with affiliate councils, corporations, trade associations and other forage related entities at the local level. These local contact persons will seek prospective members from the public, industry, and producer sectors.
- The Affiliate Council Advisory Committee will assist in the development of new affiliate councils and with other membership recruitment activities.
- AFGC headquarters will maintain membership lists and provide information to the Membership Committee as needed for soliciting renewal memberships.

### **Purpose:**

- To seek new members in all sectors of membership.
- To maintain membership in all sectors by an annual organized follow-up campaign.
- To periodically reevaluate membership classes and dues structure and recommend changes to the AFGC Board of Directors as needed.

### **Goals/Objectives:**

- Assemble and/or develop information about AFGC to provide to potential new corporate members.
- Specifically identify potential new corporate members.
- Send personal letters and/or make follow-up phone calls to firms or individuals identified as highly likely to commit to becoming new corporate members.
- Identify AFGC members who will be willing to take responsibility for contacting potential direct members in a given area (such as a state or province) to solicit their membership.
- Ensure that membership renewal notices are mailed on a timely basis.

## AMERICAN FORAGE AND GRASSLAND COUNCIL PROGRAMS AND EDUCATION COMMITTEE

### **Organization:**

The Programs and Education Committee will be chaired by an AFGC board members and consist of at least three other members.

### **Purpose:**

- To develop and recommend to the AFGC Board of Directors educational programs and materials on forages.
- To secure future locations of the annual conference two years in advance.
- Ensure all AFGC events are organized, planned and executed.
- Guide, advise and assume responsibility for publication of Proceedings at the annual meeting.

### **Goals/Objectives:**

- To coordinate plans and assist in organizing the annual conference program.
- To coordinate and assist with annual tour in conjunction with affiliate council host.
- Produce the annual conference proceedings.

### **Procedures:**

- Review annually and revise as needed the guidelines for planning the annual meetings of AFGC.
- Annually release RFP's for future annual education conference host cities/venues.
- Produce the annual conference proceedings and other program and event material.

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## AMERICAN FORAGE AND GRASSLAND COUNCIL COMMUNICATIONS/MARKETING COMMITTEE

### **Organization:**

The Communications/Marketing Committee will be made up of a chairperson, who shall be a member of the AFGC board of directors, and three current members of AFGC.

### **Purpose:**

- To publicize and promote AFGC and the importance of forages.
- To make recommendations to the Board of Directors concerning new publications and the continuation of current publications.
- To guide, advise, and assume responsibility for publications and communication mechanisms associated with AFGC.

### **Goals/Objectives:**

- Develop a mechanism for publishing the *Forage Leader*.
- Assist with publication of Proceedings at the annual meeting.
- Review, maintain and advise regarding the AFGC website.
- Develop, review and maintain all print and electronic marketing and communication material.
- Advise board regarding a social media presence.

### **Procedures:**

- AFGC *Forage Leader* – provide guidance and editorial assistance to the publisher.
- Annual Meeting Proceedings – assist with editing and publishing the annual meeting proceedings.
- Maintain AFGC website.
- Develop and maintain a social media presence.

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## AMERICAN FORAGE AND GRASSLAND COUNCIL RESEARCH COMMITTEE

### **Organization:**

The Research Committee will be made up of a chairperson who shall be a public sector AFGC board member and up to five other members.

### **Purpose:**

- Identify high-priority forage and grassland research needs.
- Identify long-term needs in forage and grassland research.
- Keep AFGC membership informed on present and future research programs.
- Communicate the importance of forage and grassland research to society.

### **Goals/Objectives:**

- To develop and communicate a comprehensive policy on research benefiting forage and grassland producers.
- To promote science-based policy making on local, state, and federal issues affecting forage and grassland producers.

### **Procedures:**

- Work with producers and industry through AFGC to identify problems in forage and grassland management, production, and utilization and address solutions to those problems.
- Communicate with USDA-NRCS, USDA-ARS, EPA, US-DOE, the Extension Service, and State Experiment Stations to inform them of AFGC research priorities.
- Coordinate these activities with the appropriate committees within AFGC.

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## AMERICAN FORAGE AND GRASSLAND COUNCIL FINANCE COMMITTEE

### **Organization:**

The Finance Committee will be made up of a chairperson, who shall be the AFGC treasurer, and at least five other members. Committee membership should come from all membership sectors of AFGC.

### **Purpose:**

- To recommend income sources to meet the needs of the AFGC program.
- To assist AFGC in developing long-range plans and objectives in the area of financing.
- To assist the AFGC Executive Committee in developing the annual budget.
- To provide leadership in AFGC investments.
- Oversee the associations financial processing methods.

### **Goals/Objectives:**

- Explore options for increasing operational funds for AFGC.
- Provide the AFGC Executive with records of donors and donations in order to avoid duplication of solicitations.
- Work with other committees, as appropriate, to develop ways and means of supporting their activities and projects.

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## AMERICAN FORAGE AND GRASSLAND COUNCIL COMPETITIONS COMMITTEE

### **Organization:**

The competitions committee shall be chaired by a member of the AFGC board of directors and at least three other current AFGC members. The competition committee will work to engage members through participation in various competitions established by the AFGC board of directors.

### **Purpose:**

- To engage AFGC members from all areas of membership.
- To recognize the multi-faceted uses of forages.
- To provide an alternative educational forum.
- To recognize accomplishments of AFGC members.

### **Goals/Objectives:**

- To promote member participation.
- To maintain and promote AFGC competitions.
- Improve competition practices.

### **Purpose:**

- Organize all aspects of the National Hay Competition including sample collection, lab testing, display, judging, announcing winners and promoting event.
- Organize all aspects of the National Forage Spokesperson competition including soliciting nominations, promoting event, selecting judges, judging and selecting winners, and winner recognition.
- Organize all aspects of the National Photo Competition including promoting the competition, soliciting photo submissions, collecting photo submissions, displaying photo submissions, selecting judges, judging, selecting winners and winner recognition.
- Organize all aspects of the National Emerging Scientist competition including soliciting nominations, promoting event, selecting judges, judging and selecting winners, and winner recognition.
- Organize all aspects of the National Forage Bowl competition including soliciting nominations, promoting event, selecting judges, judging and selecting winners, and winner recognition.
- Organize all aspects of the Youth in Grazing Management Essay Contest including soliciting nominations, promoting event, selecting judges, judging and selecting winners, and winner recognition.
- Maintain nominations forms, judging forms and all other relevant forms for competitions.

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## AMERICAN FORAGE AND GRASSLAND COUNCIL PROFESSIONAL DEVELOPMENT COMMITTEE

### **Organization:**

The professional development committee shall be chaired by a member of the AFGC board of directors and include at least three other current AFGC members, preferably one from each sector of membership.

### **Purpose:**

- To develop and maintain an AFGC certification program.
- To obtain continuing education credit through other industry programs.
- To ensure professional development needs of members are met.

### **Goals/Objectives:**

- To promote continued development of members in the forage industry.
- To provide a nationally recognized certification program to AFGC members.
- To provide continuing education credit for AFGC meetings and events.

### **Purpose:**

- Maintain the Certified Forage and Grassland Program by reviewing and suggesting program improvements for board approval.
- Administer all aspects of AFGC certification programs.
- Request continuing education credit from other associations/organizations in the forage industry for AFGC sponsored events.

# American Forage and Grassland Council

## Policy and Procedure Manual

### **Section III**

### **Administrative Policies**

# AFGC POLICY AND PROCEDURE MANUAL

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## **POLICY AND PROCEDURE MANUAL UPDATE**

Every year all board members and committee chairs will review their appropriate sectors of the Policy and Procedure Manual, position descriptions/committee descriptions, and note changes as needed. Recommendations for changes are submitted to the Governance Chair who will collect and propose changes to the Board of Directors.

The board will review suggestions and take appropriate action where needed.

# AFGC POLICY AND PROCEDURE MANUAL

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## **FINANCIAL GUIDELINES**

### **Financial Practices**

The AFGC Board of Directors will follow all policies and guidelines established by the IRS or other government agency to ensure full compliance with requirements for maintaining our 501(c)(3) status.

### **Budget Preparation:**

The Board of Directors approves AFGC's budget on an annual basis. Every effort should be made to implement a break even or positive balanced budget, with a percentage of revenue (as set by the board) being placed in reserves. The Treasurer utilizes past financial information and requests provided by the committee to draft initial budgets.

### **Financial Processing:**

AFGC will maintain a bank account at an FDIC bank. Signature authorities at the bank shall be the current treasurer, one other officer and the designated staff person. All invoices must be approved by an AFGC officer before payment is issued. Committee Chairs shall receive approval from the AFGC treasurer or president before authorizing expenditures.

AFGC headquarters will issue approved payments via online bill pay or via check to the appropriate payee. Headquarters shall maintain all financial documents including invoices and approvals. Headquarters shall provide to a CPA on an annual basis financial documentation for review and processing of annual tax return.

All revenue for AFGC are sent first to the AFGC office. The executive staff will complete a deposit form and categorize expenses for recording and deposit. The executive staff records all revenues and expenses in a financial software system and reconciles the monthly bank statement. Reports of revenues and expenses will be transmitted to the board at all meetings. The executive staff will reconcile monthly bank statements (recording expenses and revenues in appropriate categories). Finally, the executive staff will facilitate the annual filing of the Association tax return. The tax return is due by May 15 each year. An automatic 60 day extension can be requested and extended if necessary.

### **Financial Reports:**

AFGC headquarters shall prepare monthly financial statements for review and approval by the AFGC Executive Committee.

### **Reimbursements:**

All reimbursements must be issued from a pre-authorized request for expenditure. All reimbursements must be made utilizing the AFGC reimbursement form and must include receipts for all reimbursement requests. For additional information regarding travel reimbursement please refer to the travel policy.

### **Treasurer's Duties:**

The Treasurer's duty includes the following:

- a. Submit bi-annual reports of revenues and expenses to the Board.
- b. Review contracts of significance exceeding \$5,000. Contracts for amounts less than \$5,000 can be reviewed by the Executive Director with consent of the President or Executive Committee, as required.
- c. Treasury reports at the annual business meeting
- d. Signing tax returns or authorizing for e-filing.
- e. Preparing and presenting budgets and budget updates at all board meeting.
- f. Presents annual statements of expenses and revenues

## AFGC POLICY AND PROCEDURE MANUAL

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**Refunds:**

No refunds will be issued for Membership payments under any category of membership. Refunds will be issued for conference activities as noted on registration forms and in sponsorship/exhibitor materials. As a general practice no refunds will be issued 30 days out from an event. All requests for refunds must be submitted in writing. Refunds issued will be charged an administrative fee.

# AFGC POLICY AND PROCEDURE MANUAL

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## **BOARD TRAVEL POLICY**

AFGC has set aside a small budget to assist producers with travel to the AFGC board meetings. The budget allows for reimbursement at \$.22 per mile and \$100 per day for up to two days. A reimbursement form is required for this travel. Note: registration fees required in conjunction with a board meeting are not reimbursable.

## **TRAVEL POLICY**

Travel reimbursement for AFGC approved travel is limited and must be pre-approved. Please note the following when submitting a travel request or travel reimbursement:

- The AFGC mileage reimbursement rate will be the originating state's approved mileage rate.
- Car rental must be pre-approved and must be shown to be more cost effective than use of personal vehicle.
- Airport parking must be in the economy or long term parking area only.
- Airline reservations for coach only on most economical flight which may not be the preferred airline.
- Meals may not exceed the limits noted but will be reimbursed for the receipt amount only; breakfast \$10; lunch \$15; and dinner \$20.

Travel will not be reimbursed if not pre-approved.

# AFGC POLICY AND PROCEDURE MANUAL

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## INSURANCE

AFGC will purchase adequate general liability and directors' and officers' liability insurance or errors and omissions insurance on behalf of its board members. Under this policy, AFGC will hold its directors harmless from lawsuits as long as they operate within the bounds of their fiduciary responsibility, e.g. the duty of care, the duty of loyalty, and the duty of obedience.

Additionally, AFGC may purchase insurance as deemed appropriate including but not limited to Event Cancellation insurance.

# AFGC POLICY AND PROCEDURE MANUAL

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## CONFLICT OF INTEREST

The Board of Directors of the American Forage and Grassland Council (“AFGC”) must act at all times in the best interest of AFGC and not for personal, third-party, or financial gain. When encountering potential conflicts of interest, Board members shall identify any potential conflict and, as required, remove themselves from all discussion and voting on the matter. Specifically, members of the Board of Directors shall:

- Avoid placing (and avoid the appearance of placing) one’s own self-interest or any third-party interest above that of AFGC; while the receipt of incidental personal or third-party benefit may necessarily occur from certain AFGC activities, such benefit must be merely incidental to the primary benefit to AFGC and its purposes;
- not abuse their Board membership by improperly using their position or AFGC’s staff, services, equipment, materials, resources, or property for their personal or third-party gain or pleasure, and shall not represent to their parties that their authority as a Board members extends any further than that which it actually extends;
- not engage in any outside business, professional, or other activities that would directly or indirectly materially adversely affect AFGC;
- not engage in or facilitate any discriminatory or abusive behavior directed toward AFGC staff, members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to AFGC;
- not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct inducement to provide special treatment to such donor with respect to matters pertaining to AFGC;
- provide goods or services to AFGC as a paid vendor to AFGC only after full disclosure to, and advance approval by, the Board, and pursuant to any related procedures adopted by the Board;
- not persuade or attempt to persuade any employee or contractor of AFGC to leave their relationship of AFGC or to become employed by any person or entity other than AFGC; and
- not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with AFGC to terminate, curtail or not enter into its relationship to or with AFGC, or to in any way reduce the monetary or other benefits to AFGC of such a relationship;
- not participate in door prize drawings, scholarship programs, or other activities that could result in winning a prize at AFGC events;
- Not use the organization or their position in AFGC to promote and or defend legislation which promotes their individual interest as opposed to AFGC’s interest.

This policy shall apply not only to all members of the AFGC Board of Directors, but also shall apply to all members of the AFGC Committees, task forces, and others in the AFGC governance structure, as well as to all AFGC employees or contractors. All references herein to the Board of Directors shall be construed also to refer to these additional individuals.

# AFGC POLICY AND PROCEDURE MANUAL

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## **NONDISCRIMINATION POLICY**

The American Forage and Grassland Council (AFGC) is a 501(c)(3) nonprofit organization. AFGC is committed to providing an environment that is free from discrimination in employment and opportunity because of race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, or age. The AFGC Board of Directors has issued the following policy stating the AFGC's views in this matter:

It is the policy of AFGC to:

- Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, gender, sexual orientation, age, ancestry, marital status, disability, veteran or draft status;
- Make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.
- Achieve understanding and acceptance of AFGC's policy on Equal Employment Opportunity by all employees and by the communities in which the association operates;
- Thoroughly investigate instances of alleged discrimination and take corrective action if warranted;
- Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

# AFGC POLICY AND PROCEDURE MANUAL

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## **DOCUMENT RETENTION AND DESTRUCTION POLICY**

This Document Retention and Destruction Policy of the American Forage and Grassland Council identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of AFGC documents and records.

### **1. Rules:**

The organization's staff, volunteers, members of the Board of Directors and outsiders (i.e. independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Legal or Administrative staffs; or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

### **2. Terms for retention**

#### a. Retain permanently:

- i. Governance Records- Charter and amendments, Bylaws, other organizational documents, governing board, budget records, and board committee minutes.
- ii. Tax Records-Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
- iii. Intellectual property records- Copyright and trademark registrations and samples of protected works.

#### b. Retain for three years:

Lease, insurance, and contract/license records- Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreement (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

#### c. Retain for one year:

All other electronic records, documents, and files- Correspondence files, bank statements, publications, employee manuals/policies and procedures, survey information.

### **3. Exceptions**

Exceptions to these rules and terms for retention may be granted only by a vote of the Board of Directors.

# AFGC POLICY AND PROCEDURE MANUAL

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## **COPYRIGHT LICENSE FOR ARTICLES IN AFGC PUBLICATIONS**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the author (hereinafter referred to singularly and collectively as the “author,” regardless of whether one or more individuals are named), hereby grant(s) to American Forage and Grassland Council (AFGC, hereinafter referred to as “Association”) a non-exclusive, perpetual, irrevocable, royalty-free license and release to exercise all rights of whatever kind or nature now or hereafter protected by the Copyrights Laws of the United States of America and all foreign countries in and to the article submitted and attached hereto (hereinafter referred to as the “work.”) Without limiting the generality of the foregoing, the author further grants to the Association and its designees the rights to edit, publish, reproduce, reprint, distribute, sell, and otherwise make use of the work, and authorizes the Association and its designees to use the author’s name, likeness, photograph, and biographical data in connection with their use and promotion of the work.

It is understood that , other than the good and valuable consideration received for this license and release, the author has received and will receive no royalty or other monetary compensation from the Association or its designees for the rights granted hereunder and the subsequent use of the work by the Association and its designees.

The author represents and warrants to the Association that the work is the author’s own original work; that he author is the sole owner of the work and all of the rights herein granted; that the author has the full right and power to make this license and release; that the work does not violate any copyright, proprietary or personal rights of others; that the work is factually accurate and contains no matter libelous or otherwise unlawful; that the author has not previously in any manner disposed of any of the rights herein granted to the Association nor previously granted any rights adverse thereto or inconsistent therewith; and that there are no rights outstanding which would diminish, encumber or impair the full enjoyment or exercise of the rights herein granted to the Association.

The author agrees to indemnify, defend and hold harmless the Association and its officers, directors, members, employees, and agents, from and against any and all claims, actions, losses, demands, costs, attorney’s fees, and all other expenses relating or incidental to, or arising directly or indirectly from, the inaccuracy or breach of any of the aforementioned warranties and representations.

The author represents and warrants to the Association that the author has the authority to bind the author’s employer (as defined below)? to this license and release agreement.

# AFGC POLICY AND PROCEDURE MANUAL

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## **LICENSE OF ASSOCIATION LOGO TO MEMBERS**

The AFGC and CGBA logos are the property of the American Forage and Grassland Council (“AFGC”) but may be used by AFGC members in good standing in accordance with the terms and conditions set forth below. Use of one or more of the logos shall constitute consideration for, agreement to, and acceptance of the following terms and conditions of this license by the user:

1. The logos are the sole and exclusive property of AFGC. These logos may be used only by AFGC members in good standing if and only if such use is made pursuant to the terms and conditions of this limited and revocable license. Any failure by a user to comply with the terms and conditions contained herein may result in the immediate revocation of this license, in addition to any other sanctions imposed by AFGC. The interpretation and enforcement (or lack thereof) of these terms and conditions, and compliance therewith, shall be made by AFGC in its sole discretion.
2. The logos are made available to AFGC members in good standing in camera ready, printed form in color and /or black. The logos may not be revised or altered in any way, and must be displayed in the same form as produced by AFGC. The logos must be printed in their official color or in black.
3. The logos may be used in a professional manner on the user’s business cards, stationary, literature, advertisements, or in any other comparable manner to signify the user’s membership in AFGC. The logo may never be used independent of the term “MEMBER”. Notwithstanding the foregoing, the logos may not be used in any manner that, in the sole discretion of AFGC: discredits AFGC or tarnishes its reputation and goodwill; is false or misleading; violates the rights of others; violates the law, regulation or other public policy; or mischaracterized the relationship between AFGC and the user, including but not limited to any use of the logos that might be reasonable construed as an endorsement, approval, sponsorship, or certification by AFGC of the user, the user’s business or organization, or the user’s products or services, or that might be reasonably construed as support or encouragement to purchase or utilize the user’s products or services.
4. Use of the logos shall create no rights for users in or to the logos or their use beyond the terms and conditions of this limited and revocable license. The logos shall remain at all times the sole and exclusive intellectual property of AFGC. AFGC shall have the rights, from time to time, to request samples of use of the logos from which it may determine compliance with these terms and conditions. Without further notice, AFGC reserves the right to prohibit use of the logos if it determines, in its sole discretion, that a user’s logo usage, whether willful or negligent, is not in strict accordance with the terms and conditions of this license, otherwise could discredit AFGC or tarnish its reputation and goodwill, or the user is not an AFGC member in good standing.
5. Any questions concerning use of the logos or the terms and conditions of this license should be directed to the AFGC Office.

# AFGC POLICY AND PROCEDURE MANUAL

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## WEBSITE LINKING AGREEMENT

This Agreement is made by and between the American Forage and Grassland Council (“AFGC”). AFGC and AFGC Members hereby agree as follows:

### 1. Link to AFGC’s Web Site

During the Term of the Agreement, Members shall be permitted, but shall not be required, to establish and maintain an Internet hyperlink from the [Members](#) website to the home page of AFGC’s Website on the Internet (<http://www.AFGC.com>), pursuant to the terms and conditions of this Agreement. Any links by Members to any page on AFGC’s Web site other than the home page are prohibited. Members agree to incorporate the exact, unaltered, graphical file image to be electronically provided by AFGC (“AFGC Link Logo”) into the HTML files located on the Members website. The specific placement, appearance and operation of the link shall be consistent with the terms and conditions of this Agreement and shall be mutually agreed upon by Members and AFGC; provided, however, that (i) the appearance of AFGC’s Link Logo may not be reduced in size beyond what is electronically provided by AFGC, (iii) AFGC’s Link Logo shall not be displayed on the Members Web site more prominently than the Members name or logo or larger than the Members Web site name or logo (iv) AFGC’s Link Logo must stand by itself and must include a minimum amount of 30 pixels of empty space around it so as to avoid unintended associations with any other objects, including but not limited to type, photography, borders, and edges, (v) Members shall not state, suggest or imply on its Web site or elsewhere that AFGC sponsors, endorses, advocates, or supports the products or services of the Members subsidiaries or affiliates, and Members shall not state, suggest or imply on its Web site or elsewhere that AFGC is the source of origin of any pages on the Members Web site, (vi) Members shall not disparage, on its Web site or elsewhere, AFGC or AFGC’s products, services, members, or affiliates, (vii) Members shall not place any page from AFGC’s Web site in a frame on any page of the members Web site and shall not permit third parties to do so, (viii) Members shall not obscure or minimize or display any trademark, copyright or other proprietary notices in connection with AFGC’s Link Logo in any manner at any time, and (x) Members shall comply with all policies or procedures regarding the use of AFGC’s Link Logo and the hypertext link to AFGC’s Web site that AFGC may hereinafter provide to Members from time to time. AFGC reserves the right to review the Members use of AFGC’s Link Logo. This link shall terminate and be removed immediately from the Members Web site on the Internet upon the termination of membership for any reason or expiration of this Agreement.

### 2. Disclaimer

AFGC does not endorse, approve, certify, or control the Members Web site and does not warrant, guarantee or make any representations regarding the accuracy, completeness, efficacy, timeliness, merchantability, or fitness for a particular purpose or the content or data located on such site. Reference therein to any specific product, process, or service does not constitute or imply endorsement.

# AFGC POLICY AND PROCEDURE MANUAL

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## **MEMBERSHIP DIRECTORY USAGE POLICY**

All contents are the Copyright of the American Forage and Grassland Council (AFGC). All rights reserved. AFGC provides members this directory only if you accept all of the terms and conditions. The directory and the contents hereof are proprietary products of AFGC. The contents of the directory may not, in whole or in part, be reproduced; copied; disseminated; entered into a computer database, or used as part or in connection with the preparation, revision or confirmation of a mailing, telephone, fax, email, or other marketing list without the explicit consent of the AFGC office. The directory is designed by be used for the individual user's, personal and confidential reference. Contained herein are the names, addresses, telephone numbers, fax numbers, email addresses, and contact persons of AFGC. Their presence in the directory represents only that these companies and organizations are members of AFGC. AFGC does not warranty, guarantee, or assume any responsibility for, the products or services provided by these members. AFGC expressly disclaims all liability for damages of any kind arising out of the use or performance of the products or services provided by these members.

# AFGC POLICY AND PROCEDURE MANUAL

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## **RELEASE AND WAIVER OF NAME AND PHOTO**

### **AFGC RELEASE AND WAIVER OF LIABILITY FOR USE OF NAME AND PHOTO**

1. For good and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I hereby give and grant in perpetuity to the American Forage and Grassland Council (“AFGC”) and its representatives, successors, assigns, licensees, employees, and any person, corporation or entity acting under this permission or with its permission or with its authority, or for whom it might be acting, including anyone distributing or disseminating communications by or regarding AFGC (hereinafter collectively referred to as the “Licensed Parties”).
2. I hereby waive all rights of inspection or approval with regard to any recording, taping, reproductions, proposed printed, audio or video publication, and /or other use of my name and the Performance. I also hereby release, discharge and agree to hold harmless the Licensed Parties from and against any and all liability to me or any third parties resulting from their use of my name and image. I agree that my participation herewith is voluntary and I assume complete responsibility for my actions in connection herewith.
3. Nothing herein shall constitute any obligation on the part of the Licensed Parties to make any use of any of the rights granted herein.
4. This Authorization and Release shall be binding upon my heirs, successors, assigns, and personal representatives, without regard to whether it is expressly acknowledged in any instruments or succession or assignment.
5. I am eighteen (18) years of age or older.

# AFGC POLICY AND PROCEDURE MANUAL

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## **Privacy Statement**

AFGC does not collect personally identifiable information about individuals except when such individuals specifically provide such information on a voluntary basis (e.g., membership or registration information).

AFGC reserves the right to perform statistical analyses of user behavior and characteristics in order to measure interest in and use of the various areas of the site and to inform advertisers of such information as well as the number of users that have been exposed to or clicked on their advertising banners. AFGC will provide only aggregated data from these analyses to third parties.

Users also should be aware that non-personal information and data may be automatically collected through the standard operation of AFGC's Internet servers or through the use of "cookies." "Cookies" are small text files a Web site can use to recognize repeat users, facilitate the user's ongoing access to and use of the site and allow a site to track usage behavior and compile aggregate data that will allow content improvements and targeted advertising. Users should be aware that AFGC cannot control the use of cookies or the resulting information by advertisers or third parties hosting data for AFGC. While cookies may be "disabled," users should note that cookies may be necessary to provide the user with certain features (e.g., customized delivery of information) available on the site.

Information posted on AFGC's Web site, listservs, bulletin boards or broadcast e-mail will not be treated as confidential. Remember that the person to whom you send electronic mail is not legally required to keep it secret and the sender or receiver of electronic mail has the right to make it public. All electronic messages may be copied as a routine matter and may be destroyed on a regular basis. AFGC disclaims any responsibility to maintain copies of any such communication or to assure that such information is deleted. AFGC may monitor information on the Web site, listservs, bulletin boards and broadcast e-mail and retains the right to remove posted messages or materials that it believes are not in the best interests of AFGC.

The foregoing rules of use are effective as of October 1, 2006. AFGC reserves the right to change these rules (including the privacy statement) at any time by notifying users of the existence of new rules/privacy statement. This statement and the rules outlined herein are not intended to and do not create any contractual or other legal rights in or on behalf of any party.

# AFGC POLICY AND PROCEDURE MANUAL

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## **Dissolution Policy**

The Association shall use its funds only to accomplish the purposes specified in these Bylaws. No part of the funds shall be used to the advantage of any single person or entity or be distributed to the members of the Association. In the event of the dissolution or final liquidation of the Association, its remaining net assets shall be distributed to such nonprofit corporations or associations as are exempt from Federal Income Tax under Section 501(c) of the Internal Revenue Code, as deemed appropriate by the AFGC Board of Directors.

# AFGC POLICY AND PROCEDURE MANUAL

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## **Social Media Policy**

Online social media enables individuals to share their insights, express their opinions and share information within the context of a globally distributed conversation. Each tool and medium has proper and improper uses. While AFGC supports the value of these conversations, it is important for staff, volunteers and representatives to understand what is recommended, expected and required in order to promote AFGC's mission online.

AFGC's social media work is meant to achieve the following goals (list in no particular order):

- Build professionalism and the image of AFGC as a powerful and credible professional organization
- Improve the public image of forage and grassland as professionals
- Increase the image of AFGC as a valued and trusted organization
- Promote AFGC products and services
- Engage the forage and grassland community in discussions to build overall community
- Build community for the AFGC journals and for the consumer magazines
- Grow AFGC membership and relevance
- Change practice through advocacy and dissemination of information

The purpose of this policy and procedure is to increase clarity and compliance among AFGC staff and volunteers regarding how they function independently and collectively with the multiple types of social media platforms utilized by AFGC. Abiding with this social media policy will also help protect the organization from potential liability.

AFGC's social media platforms are hosted by Facebook®, YouTube®, AND Twitter®. The social media target community is the forage and grassland industry who work in the United States and abroad in the area of forages. The social media community includes lay people, AFGC Members, and other professionals in related areas.

The following policy addresses terms of use, oversight of posting and monitoring of material, and the infrastructure of the organization to support social media within AFGC.

### **Terms of Use : Postings will not:**

- Be offensive, threatening, illegal, or inflammatory, defamatory, or hostile
- Promote, or advertise a commercial product or solicit business or membership to other organizations
- Contain phone numbers, or email addresses
- Infringe on the rights of the organization or any individual or entity to include privacy, intellectual property or publication rights

### **Handling of posts:** AFGC reserves the right to :

- Ban future posts from people who repeatedly violate the terms and conditions.
- Remove or edit comments at any time whether they violate terms or not.

**Oversight of Postings:** The social media administrator is the primary individual authorized to post on AFGC's social media platforms, on behalf of the association. This includes replies to comments and questions. The administrator reserves the right to remove content without notice.

# American Forage and Grassland Council

## Policy and Procedure Manual

### **Section IV**

### **Board Policies**

# AFGC POLICY AND PROCEDURE MANUAL

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## **BOARD OF DIRECTORS MEETING GUIDELINES**

The AFGC Board of Directors shall meet twice a year in conjunction with the annual conference and annual tour. Board members are required to attend all meetings and are considered resigned from the board if two meetings are missed without board approval.

## **BOARD REPORTS**

The timing policies related to Board Reports shall be as follows:

1. AFGC office shall notify board members and committee chairs of deadlines for board reports.
2. AFGC office shall distribute agendas as prepared by the president for the board meetings. Board members should review the agenda prior to the meeting and be prepared to discuss items.
3. Committee chairs/project team leaders should complete reports and forward to board liaison.

Completion of Board Reports requires the following forms:

1. Board Chair should use the committee report form, located in the form section, to detail any completed activities or feedback for the board.
2. The committee report form, located in the attachment section, should detail recommendation for board action so that they may be placed on the agenda. All appropriate information should be completed.

# AFGC POLICY AND PROCEDURE MANUAL

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## **MINUTES FOR BOARD MEETINGS**

### Timing:

- A. The Executive staff will consolidate notes into concise minutes. The AFGC office will distribute the typed minutes to board members via email within 30 days of the board meeting for review.
- B. Board members will send corrections to the AFGC office within 30 days of receipt of the minutes.
- C. If corrections are necessary; the AFGC office will distributed corrected minutes to board members via email.
- D. The Executive staff will ensure that the AFGC office maintains an accepted final copy of the minutes.

### Items included in the minutes:

- A. Minutes are an official record of AFGC meetings and may be used as evidence of the proceedings.
- B. Any content that a board member asked to have reflected in the minutes at the time of discussion.
- C. Introductory information should include date, time, location, attendance, list of people present, and type of meeting.
- D. The minutes should detail action taken involving previous minutes and a summary statement of the treasurer's report.
- E. All motions should be clearly noted in the minutes.
- F. Any points of order should be noted.
- G. Dissenting votes or abstentions should be recorded only if requested by the dissenter.

# AFGC POLICY AND PROCEDURE MANUAL

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## **ORIENTATION PROCESS FOR NEW BOARD MEMBERS**

Newly elected board members are notified of their election to the board.

Upon confirmation of election, the AFGC office will send an orientation packet to the new Board Member. It will consist of the following:

1. AFGC Board Orientation Manual
2. Bylaws
3. Board Members Contact List
4. Policy and Procedure Manual
5. Minutes of Previous Board Meeting
6. Current Year Budget
7. Most Recent Financial Statement
8. AFGC Office Contact List and Administrative Guidelines
9. List of current AFGC contracts
10. List of current publications
11. Complete Agenda Materials for upcoming Board Meeting

The incoming board member is responsible for reviewing and becoming familiar with the above materials prior to attending the first official board meeting. The check sheet in the orientation packet should be completed and returned to the AFGC Office. A copy of the check sheet is included in the attachment section.

The above packet is updated and revised annually.

The outgoing officer and board members will contact the incoming board members to review his or her duties and provide an update on activities at the upcoming board meeting. Following the board meeting, the outgoing individual will turn over the board member/chair notebook. During this meeting the orientation check sheet will be completed.

# AFGC POLICY AND PROCEDURE MANUAL

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## **AFFILIATIONS WITH OTHER ORGANIZATIONS**

AFGC will maintain formal or informal relationships with other organizations whose membership impacts the forage industry. This relationship should meet the following criteria:

- a. The work should support the vision, mission, or goals of AFGC.
- b. The relationship should improve the dissemination of information regarding forages and grasslands to AFGC members or potential members.
- c. There is an agreement between AFGC and the other organization(s) outlining the relationship, goals, and expected benefits.

The AFGC President may recommend AFGC Board Members to participant in any committee work related to the partnership.

AFGC President may assign a formal liaison between AFGC and the other organizations.

AFGC will maintain all records of partnership or affiliations for a historical reference.

# American Forage and Grassland Council

## Policy and Procedure Manual

### **Section V**

### **Meetings and Events**

# AFGC POLICY AND PROCEDURE MANUAL

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## ANNUAL CONFERENCE POLICIES AND PROCEDURES

### 1. MEETINGS

- a. The annual conference and membership meeting will be held in January/February.
- b. The proposed conference program with suggested speakers is submitted and approved by the board.
- c. Notice of the date and location of the upcoming year's conference is provided to the membership at least 12 months in advance.

### 2. BUDGET PHILOSOPHY

- a. Budgeted items on the conference program will be kept the same amount regardless of whether AFGC pays or a sponsor pays. If a sponsor pays, the amount will be kept in the AFGC general fund.

### 3. REGISTRATION FEES

- a. Registration will be required for all AFGC conferences.
- b. Tuition for AFGC conferences will reflect a differential for AFGC members.
- c. All registration fees must be paid in advance or at the door.
- d. Persons who wish to cancel their registration must do so in the time noted on the registration materials and will receive a refund in accordance with the printed refund policy.
- e. Fees for participation in the exhibits will be listed on the exhibitor prospectus.

### 4. EXHIBIT SPACE

- a. Exhibit space will be assigned based on sponsorship level and exhibit history with AFGC. Booth assignment will be made after the deadline listed in the registration materials. Space will only be assigned if payment and documentation have been received.
- b. Exhibitors should refer to the exhibitor prospectus for guidelines on access to the exhibit hall, booth space and sponsor benefits.

### 5. EXHIBITOR REGISTRATION

- a. Categories for exhibit registration are to be determined by the Conference Committee in consultation with the Executive staff.
- b. The exhibit fee will include items as noted in the prospectus each year.

### 6. SPEAKERS AND PROCEEDINGS

Speakers will submit a call for presentations from to be reviewed by the Program Committee. Presentations will be selected for inclusion on the agenda from these submissions. Speakers are required to follow all policies, guidelines and instructions for submission of proceedings in order to remain on the agenda. For instance, if the speaker does not return the required items for the proceedings they may be removed from the agenda. It is also the responsibility of the speaker to notify the Program Chair 45 days prior to the event of any change in title, etc. as submitted in the original call for presentation.

# AFGC POLICY AND PROCEDURE MANUAL

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## **ANNUAL CONFERENCE SITE SELECTION**

The following are general guidelines for the city to be chosen as the site for the AFGC Annual Conference.

1. Cost of rooms (double occupancy). Mid-range suggested between the price of \$75.00-\$125.00.
2. Cost of airfare and ease of flying into site. Consideration given to hub cities.
3. Facilities adequate for conference needs with all events being accommodated in one location.
4. Ease and cost of ground transportation in area.
5. Centrally located for membership.
6. Presence of AFGC council or active forage industry in general area.
7. Other factors may be considered.
8. The city must be approved by the Board of Directors.

The Executive staff will conduct site visits to potential locations as requested and /or approved by the Board. A final site visit at the recommended location will be conducted by the Executive staff and AFGC representative as deemed necessary. Reasonable expenses for the site visit will be paid by AFGC.

# AFGC POLICY AND PROCEDURE MANUAL

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## CONFERENCE PLANNING GUIDE

The Annual Conference of the American Forage and Grassland Council (AFGC) provides a forum for interaction of persons interested in forage and grassland production and utilization (including producers, public sector representatives and industry). The Conference not only exposes new and pertinent research to its audience, but it also focuses on techniques practiced in other states, or techniques required to implement rapid adoption of new management concepts needed to improve forage production efficiency and profitability.

The AFGC Annual Conference is planned by the AFGC Board of Directors and National Office working together. Each Board Member will serve on a conference committee and is responsible for the duties that fall under that committee direction. In addition, there will be monthly conference calls required for each committee and for the committee chairs and participation is extremely important!

### BOARD RESPONSIBILITIES

#### **Identify a conference chair.**

The overall conference chair should be identified as soon as possible in advance of the meeting. His or her first action should be to assign committee chairs and board members to committees. The Conference Chair needs is responsible for the progress of all committees.

#### **Identify the probable dates, locations, conference sites and facilities.**

Basic considerations to be decided as soon as possible include: (1) meeting dates; and (2) location (city and specific site to be considered). These decisions certainly need to be made in advance of the current conference. This will allow announcement of dates and location at least a year in advance and will allow the committee chairs to obtain information during the preceding Conference.

### **CONFERENCE CHAIR RESPONSIBILITIES:**

Assign committee chairs and approve committee members for the following committees:

*NOTE: AFGC Executive Director will serve as ex officio members of each committee. Although they will most likely not be able to attend all meetings, they will serve as central coordination of planning and activities.*

Duties:

- Overall coordination of the conference.
- Maintain conference statistics
- Final accounting of conference budget

#### **Conference Committee:**

The Conference Committee is similar to an executive committee only specific to the conference and consists of all conference committee chairs. This committee is responsible for seeing that the various activities during the Conference are accomplished. The Conference Chair should preside over meetings of the group. As a group, the Conference Committee should discuss each aspect of the Conference to make certain all details will be taken care of and that duplication of effort is eliminated. This committee should also work with AFGC headquarters on budgeting, registration, publications, and promotion and publicity.

Duties:

- Set conference fee structure
- Establish conference budget

## AFGC POLICY AND PROCEDURE MANUAL

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- Review conference contracts
- Approve conference expenditures
- Approve conference agenda
- Assist with onsite registration
- Review of all printed conference material (pocket brochure, etc.)

### **Programming Committee:**

The job of this committee is to identify and invite speakers for the general session, invited sessions, plenary programs, volunteer and poster sessions, etc. The group will work closely to integrate AFGC competitions and awards/recognition into the program. With invited speakers, it is traditional to not pay honorariums, but for non-AFGC speakers it is highly appropriate to pay expenses (if budgeted). When selecting speakers, consideration should be given not only to the message, but also the delivery. Firm commitments for all invited speakers should be obtained no later than 6 months (earlier, if possible) prior to the Conference. All arrangements between the Conference and speakers regarding expenses for travel, registration, etc. should be specified in writing and made clear at the time the speakers are invited. ***All expenses must fall within the approved budget and be approved by both the chair and AFGC office.***

### Duties:

- Draft and release a call for presentations form
- Review and Select presentations from the submissions received
- Send speaker confirmations
- Draft agenda
- Follow up with presenters on deadlines, etc.
- Edit all submissions
- Obtain volunteer for each session to introduce speaker, keep session time, etc.
- Draft session evaluations
- Obtain volunteer to set up and dismantle equipment in each session room daily
- Responsible for printing and distribution of annual proceedings CD
- Send thank you notes to all presenters

### Draft Agenda to include the following:

- AFGC Annual Business Meeting/Affiliate Council Annual Business Meeting
- AFGC Board of Directors Meeting
- Emerging Scientists Competition
- Forage Spokesperson Competition
- Oral Presentations/Posters
- Silent Auction
- AFGC Awards Luncheon
- Exhibits & Sponsorship
- Industry/Affiliate Council Luncheon
- National Hay Show Contest
- National Photo Contest
- Forage Bowl Program

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## **Sponsor/Exhibitor Committee:**

The Sponsor/Exhibitor Committee should work with AFGC office to determine the amount of exhibit space available. Details such as when booths can be set up and when they must be taken down, booth sizes, and whether or not electricity is available should be determined as soon as possible. An exhibit hall floor plan will be obtained and included in prospectus and used to assign booth spaces.

Duties:

- Create/maintain a potential sponsor/exhibitor excel list
- Create/draft/review sponsor/exhibitor prospectus
- Follow up after release of prospectus to potential sponsors/exhibitors
- Volunteers to assist at exhibit hall set up and tear down
- Send thank you notes to all sponsors and exhibitors

## **Volunteers:**

This committee is responsible for soliciting, scheduling and overseeing conference volunteers. Volunteers are needed for a variety of functions, including staffing of information areas, set up, bag stuffing, etc. The Volunteers Committee should work with headquarters to develop a process for securing and recognizing volunteers. On-site, the committee is responsible for ensuring that volunteers are at their assigned locations at specified times. Additionally, they are responsible for finding volunteers to fill in, if needed. A volunteer check in counter will be provided adjacent to conference registration.

Duties:

- Recruit volunteers
- Assign volunteers
- Work volunteer check in desk
- Supervise volunteers to make sure at assigned location and performing assigned duties
- Send thank you notes to all volunteers

## **Silent Auction:**

Responsible for coordinating the silent auction:

Duties:

- Draft/release silent auction donation form
- Solicit silent auction donations
- Set up and tear down silent auction daily
- Creating silent auction forms

## **Marketing Committee:**

This committee is responsible for promotion of the conference.

Duties:

- Create a conference theme
- Develop a marketing image
- Develop a marketing strategy
- Draft/release press releases
- Create/maintain a media contact list
- Create direct mail advertising

## AFGC POLICY AND PROCEDURE MANUAL

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- Create and send email marketing pieces
- Work closely with other committees to include deadline and other important information in marketing materials

### TIMETABLE FOR PLANNING A CONFERENCE

The Conference Committee should normally follow a schedule similar to the following:

Months Prior to Meeting	Activity
26	The perspective conference location should be determined.
14	Appoint committee chairs and acquaint them with the overall objectives, budget and deadlines. Decide on theme, if any. Develop program format. Develop promotion timeline.
12	Develop a proposed budget that will support the program format.
12	Develop web site and post data as it becomes available. Promote conference at annual AFGC Conference.
10	Develop list of potential sponsors/exhibitors. Begin soliciting sponsors/exhibitors to participate.
8	Confirm all invited speakers. Request voluntary papers and presentations.
8	Solicit award nominations.
8	Solicit Forage Spokesperson competitors.
8	Solicit Emerging Scientist competitors.
7	Confirm all volunteer presentations/posters.
6	Launch registration on the web.
4	Publish conference promotion brochure.
4	Receive papers/abstracts for publication.
1	Assemble awards program.
1	Assemble on-site program.

# AFGC POLICY AND PROCEDURE MANUAL

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## **Tour Host -- Guidelines**

### **Purpose, Guidelines, and Eligibility**

#### Mission:

To promote the use of forages as economically and environmentally sound agriculture through education, communication and professional development of producers, scientists, educators and commercial representatives and through communication with policy makers and consumers in North America.

#### About:

The American Forage and Grassland Council (AFGC) is dedicated to advancing the use of forage as a prime feed resource. Our members represent the academic community, producers, private industry, institutes and foundations. Together, they unite in a common cause to promote and develop the forage industry.

#### Strategic Plan:

AFGC has adjusted the national conference schedule to better accommodate the needs of members and the forage industry. AFGC will now conduct the national conference in January or February starting in 2012 and partner with an Affiliate Council to conduct a national tour in the summer months or time period suggested by the selected Affiliate Council that best highlights their region and the industry objectives. Revenues from summer tours will be split 50/50 between the hosting Affiliate Council and AFGC.

Summer tours provide an opportunity for local affiliate members, industry professionals, students and other professionals to get a first hand view of the forage industry, programs, activities and upcoming events in a particular area. This opportunity also allows for the affiliate council to highlight their region, network, share ideas, and present research with AFGC's membership and the forage industry.

Summer tours should include multiple stops that showcase research, producer farms and industry locations if available. Possible research stops could include a university or producer location and possible industry locations could be warehouses, local dealers, or manufacturing plants. The length of the tour will depend on the stops, region, and other factors as determined by the Affiliate Council and AFGC.

Affiliate Councils interested in hosting an AFGC Tour must submit an application by November 15<sup>th</sup> of the year preceding the proposed event or before if available. AFGC will review the applications received and will select a location or locations. Locations for summer tours will be confirmed with the chosen Affiliate Council and announced at the AFGC National Conference.

#### Eligibility:

Any AFGC Affiliate Council in good standing is eligible to apply/host an AFGC Tour. Membership must remain in good standing through the application and event process. AFGC will give weight to member applications from

# AFGC POLICY AND PROCEDURE MANUAL

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Council's with a history of active participation with AFGC. Applications must come through the Affiliate Council Board of Directors and be signed by the President, Executive Director or designee. Affiliate Councils may combine efforts to host a regional tour.

## **Application Requirements to be submitted to the AFGC National Office**

Affiliate Councils must submit a detailed application demonstrating the selection criteria and an estimated budget. Application requirements include:

1. Local Planning Team Members including contact information and responsibilities
2. Proposed Budget and Funding Prospects (established funding is not needed to apply; AFGC wants the planning group to understand the full event expenses; funding may not be solicited under the AFGC name until after approval)
3. Lodging information (depending on length of tour)
4. Tentative dates for meeting
5. Tentative tour agenda (including potential tour stops and speakers)

## **Selection Criteria**

Selection is based on:

- Enthusiasm, motivation and demonstrated ability of a council in hosting a tour.
- Submission of a complete application to AFGC within the timeframes noted.
- A presentation at the National Conference by representatives of the host council to AFGC Board Members regarding their resources, funding, planning, and ability to host the tour.
- Alignment of the Tour with the AFGC mission.

## **I. Application Details:**

1. Provide clear goals for the meeting. The number of attendees must be one of the goals included. Based on these goals, provide a tentative meeting agenda.
2. Program or event must be open to *all* industry professionals within driving distance of your area. Consider the following:
  - Determine the event's capacity and the maximum number of people you can serve in order to best assess a registration process, deadline, and outreach.
3. Outline the planning committee members and roles, including co-chairs. Planning committee must include members from the host council.
4. The lead planning chair must also agree to serve as liaison to AFGC National.
5. If applicable, indicate the universities/colleges/high schools that will be invited to participate in the event.
6. Proposals must be approved by the council president and board of directors. Please acquire signatures from at least two board members including the President.
7. Proposals must include an summary budget. Please research the cost of each item if available or estimate based on previous events conducted and include information on the event used in the estimation.
8. Provide information regarding lodging location and lodging cost if applicable. A simple internet search based on the dates proposed will be sufficient.
9. Proposal must also include a plan for supplementary sources of income or funding such as prospective sponsors.

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10. A detailed planning timeline must be provided.

## **II. Application Review**

- Applications must be submitted to AFGC by November 15<sup>th</sup> of the year prior to event date, i.e. event date June 2012 then application due no later than November 15, 2011.
- AFGC will submit a decision two weeks after the application deadline. The decision may include requests for more information and recommendations/suggestions for revision.

## **III. Approval**

- Upon AFGC approval, a conference call will be set between the AFGC National office and Planning Committee to establish responsibilities and event workbook.
- AFGC requests that the planning group accommodate a site visit from the AFGC staff person responsible for regional tours. The purpose of the visit is to meet with the planning group and any local vendors needed to complete the event planning.
- AFGC requests regularly scheduled conference calls between the planning group and AFGC staff person to check-in on timeline and needs. Conference calls will be hosted by AFGC National.

## **IV. Evaluation**

AFGC requests that an evaluation summary report be submitted no later than two weeks after the meeting has been scheduled.

The summary report should include:

1. Feedback from Planning Committee on how the planning process could be improved.
2. Pointers to help the next Affiliate Council selected.
3. Article for *The Forage Leader* regarding the event.

### Duties of AFGC Staff:

1. Will create an event workbook to track timeline, budget, attendees, sponsors, volunteers, etc.
2. Assist with creating a finalized event budget.
3. Assist with establishment of a marketing plan and assist with elements of marketing including creating marketing pieces and distributing nationally and to AFGC membership as needed.
4. Negotiate all required contracts and sign all contracts as an AFGC Representative.
5. Handle Tour registration including online registration, credit card payments, and onsite registration.
6. Coordinate conference calls including setting up calls, sending reminders, setting agenda and taking call minutes.
7. Other duties depending on needs of planning committee and as negotiated.

### Duties of Affiliate Council Host:

1. Submit application.
2. Confirm all tour stops and supply stop contact information to AFGC Staff.
3. Assist with local arrangements as needed, including securing local volunteers to assist with event coordination such as tour guides, registration volunteers, greeters, etc.
4. Promote the event within the Council and local/regional industry and assist with national promotion as needed.
5. Assist with securing tour sponsors.

6. Work closely with AFGC staff in the planning and execution of a successful event.

# American Forage and Grassland Council

## Policy and Procedure Manual

### **Section VI**

### **Certification**

## **Certified Forage and Grassland Professional (CFGP)**

### *Membership Requirements*

In order to participate in the CFGP Program the individual must be a member of AFGC in good standing. In order to maintain the certification the individual must also be a member an AFGC member in good standing.

### *Intent*

Certification as a Forage and Grassland Professional signifies that the designated individual has met the basic qualifications to be able to carry out professional work in the field, and has not been found to engage in unprofessional conduct. Persons possessing the professional credentials indicating that they can plan critical conservation practices and implement sound resource management of pasture, hayland, and grazed cropland may be certified as such by the American Forage and Grassland Council. *Critical conservation practices are those that address critical resource needs such as: gully, sheet, rill, and streambank erosion; plant health and adaptation, and contaminated runoff. Such practices include but are not limited to: prescribed grazing, water supply alternatives, stream crossings, fencing, and livestock trails and walkways.*

### *Term*

Certification is for a period of two years from the date the applicant is informed of successful initial certification or re-certification. Application for renewal of certification must be prior to the second anniversary date of such notification.

Qualifying experience must begin after the completion of the educational requirements listed above. Education toward an MS or PhD degree in a field closely related to forage and grassland management may be substituted for 2 years of experience as determined by the Certification Committee. The Committee will evaluate the evidence of education and experience submitted by each applicant. The Committee may, at their discretion, accept other combinations of experience, education and grades as meeting these requirements.

**Five years of experience and performance on the written exam may be substituted for course requirements if the Committee decides that the required subject matter content is met.** Also, completion of courses approved for continuing education units could be substituted for some educational requirements. Education alone cannot be substituted for all of the experience requirements.

### *Education*

Completion of a bachelor's degree in Agronomy, Soils, Animal Science, Natural Resources, Range Science, or closely related fields.

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## *Experience*

At least five years of full-time, experience is required. Only work that is directly related to grassland resource management will be counted toward the experience requirement. Qualifying experience may consist of employment in farm/ranch management, land management agencies, consulting, teaching, research, extension or technical assistance, or other types of forage and grassland management. Qualifying experience is defined as actively demonstrating professional competence in the science and practice of effectively managing and using, for human benefit, the natural resources that occur on and in association with pastureland, hayland, and grazed cropland. Also, at least one, documented training course should have been taken in each of the following areas:

1. Vegetative management - use of grazing or other biological agents, chemical or mechanical methods, or fire to control competing vegetation on pastureland or hayland.
2. Animal management - grazing management systems or other practices to control livestock numbers, distribution, and timing of grazing to accomplish natural resource objectives.
3. Conservation planning on grasslands or grazing lands - development of management plans that address all critical resource needs on grazing lands, and accomplish stated resource management goals.
4. Pasture condition assessment - classifying, mapping, and interpreting the characteristics, condition, and trend of pasturelands/haylands.
5. Economics of forage and grassland management.
6. Grassland soil management, soil quality, erosion control, and fertility management.

## *Examination*

Applicants must obtain a passing score of at least 70% on the comprehensive written exam covering the basic subject matter outlined in the educational requirements above. The written exam will be approximately 50 questions. A computer generated practice exam set up in test sections is available to applicants as a study resource. Applicants who fail the exam may retake the entire exam. Exams may be retaken more than once and the applicant may retake the exam at the next available opportunity. Applicants may take the exam prior to completing the experience requirement providing the initiation fee has been paid. Once the exam is passed, the applicant will have up to 6 years to complete the experience requirement. If certification has not been completed within 6 years of passing the exam, the applicant must retake the exam.

A proctor is needed to administer the exam. Once your application is approved, AFGC will contact you regarding a proctor and exam location.

## *Fees*

Fees include a non-refundable, one-time application fee that must be paid when the application is submitted and includes the cost of taking the initial exam and one retake if needed. The fee is \$100. A renewal fee is due each biennial renewal period. Certain penalty fees will be assessed for failure to meet continuing education requirements or to make timely application for renewal of certification. Fees will be used for administration of the certification program, and may be adjusted as the program is developed.



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## **Requirements for Re-Certification**

### *Continuing Education Units (CEU.s)*

Certified Forage and Grassland Professionals will be required to meet the minimum continuing education requirements of 32 CEU.s during the 2-year certification period. Courses, and the number of CEU credits counting toward re-certification will be approved by the Certification Committee. It is highly recommended that CEU's be submitted online in your Account section fo the AFGC Member's Only site accessible at [www.afgc.org](http://www.afgc.org). A general estimate is that four days of instruction will be required for 32 CEU.s. Continuing education courses will be offered at annual AFGC and SRM meetings. AFGC chapters, SRM sections, universities, government agencies, or other professional organizations may offer courses as well. Post approval of a course for continuing education can be requested, but there is no guarantee that the course will be accepted by the Committee.

Continuing education requirements must include a diversity of topics. Generally, at least half the credits should be directly related to the subject matter described under the educational requirements. The remainder should be in subject matter related to professional practice of forage and grassland management. When considering applications for renewal of certification, the Committee will evaluate the breadth and depth of continuing education submitted and make recommendations for needed additions during the next certification period.

Individuals must submit proof of satisfactory completion of all CEU.s when making application for renewal of certification. Certified individuals who fail to obtain the required 32 CEU.s during the two-year period will be given a provisional re-certification period of 6 months to complete the requirement, and charged a penalty fee of \$25.

### *Ethics*

Certified Forage and Grassland Professionals are expected to maintain high standards of ethics related to the profession. Documented evidence of unprofessional or illegal conduct will be grounds for de-certification.

### *Examinations*

No examination will be required for re-certification if the application for recertification is received within one year of the expiration date. After a lapse of one year, the applicant will be required to take the examination and pay the initiation fee again.

### *Fees*

A fee of \$25 is due at the time of application for re-certification. A penalty fee of \$50 may be assessed if all required continuing education units are not complete at the time of re-certification.

Please refer to the Appendix Section and the CFGP Guidelines

# American Forage and Grassland Council

## Policy and Procedure Manual

### **Section VII**

### **Affiliate Councils**

## AMERICAN FORAGE AND GRASSLAND COUNCIL AFFILIATE COUNCILS

### Overview

Affiliate Councils are a vital part of the American Forage and Grassland Council. The Affiliate Councils are local and or regional groups that work with AFGC to promote the forage and grassland industry.

An affiliate council may be organized by state or region and must be approved as an affiliate council by completing an application process with AFGC. An affiliate council must have an established Board of Directors, By-Laws, Articles of Incorporation which must be submitted with the affiliate council application.

Once an affiliate council is approved for membership with AFGC the council is entitled to member services as outlined in this section as long as they remain a council in good standing which means the annual reporting requirements must be met.

### Annual Reporting Requirements

Each year affiliate councils will be sent a membership remittance form to update membership with AFGC. Membership lists will also be sent out quarterly to affiliate councils for review for updates to their membership roster. During the annual renewal process each affiliate council must return the following items to remain in good standing:

1. Current roster of members in the affiliate council
2. Payment for each affiliate council member (dues set by AFGC board)
3. List of current board of directors
4. Identify a primary contact for the affiliate council
5. Annual report from the affiliate council
6. Financial Notification Form

Affiliate membership is based on a calendar year which is January 1 to December 31 of each year. There is a 60 day grace period for affiliate memberships.

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## **Affiliate Services**

There are several services available to affiliate councils from AFGC.

1. Website Assistance
  - a. Have affiliate council webpage hosted on the AFGC webpage and updated at no charge
  - b. Website updates once a month on current website at no charge
  - c. Website establishment (fee may apply)
  - d. Website hosting outside the AFGC webpage (hosting fee will apply)
2. Member Management
  - a. Process member renewals—send out renewal invoices directly to members
  - b. Process membership renewal payments
  - c. Maintain affiliate council membership records
  - d. Assist affiliate council with development of membership brochure using AFGC template
3. Event Coordination
  - a. Assist affiliate council with marketing event on AFGC website and directly to membership
  - b. Assist with development of marketing material using AFGC templates
  - c. Set up online event registration and process event registrations and payments
4. Financial Management
  - a. Affiliate Councils in good standing are covered under the AFGC 501(c)3 umbrella with the IRS as long as affiliate council has EIN number
  - b. Assist affiliate council with obtaining an EIN number
  - c. Process credit card payments
  - d. Provide financial tracking services
5. Development Resources
  - a. Assist with providing resources for updating By-Laws and other governing documents
  - b. Provide referrals for services needed such as event cancellation insurance, CPA services or other technical services
  - c. Access to association management resources and sample documents
  - d. Assistance with leadership development

# American Forage and Grassland Council

## Policy and Procedure Manual

### **Section VIII**

### **Appendix**

## **Appendix Table of Contents (available online at [www.afgc.org](http://www.afgc.org))**

- I. By-Laws (located online)**
- II. CFGP Guidelines (located online)**
- III. Forms Library (located online)**
  - a. Affiliate Council Application**
  - b. Affiliate Financial Notification Form**
  - c. Award Nomination Forms**
  - d. Member Application**
  - e. Board Nomination Form**
  - f. Tour Host Application**
  - g. Credit Card Processing Form**
  - h. Travel Request Form**
  - i. Reimbursement Form**
  - j. Emerging Scientist Nomination Form**
  - k. Youth Essay Entry Form**
  - l. Forage Spokesperson Nomination Form**
  - m. National Photo Contest Entry Form**
  - n. National Hay Contest Entry Form**

## Update History

*Originally compiled by:  
Dr. Gary A. Pederson, Chair  
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*Michael Bandy  
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Staff  
January 2013*

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Vice President  
January 2014*