



Ontario Ginseng Growers Association  
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### **BUYER MEMBERSHIP APPLICATION**

Thank you for your interest in joining our Buyer membership program.

In order to receive the full benefits of the Ontario Ginseng Growers Association (OGGA), such as grower lists, all buyers must complete and submit a Buyer Profile.

Please take a moment to fill out and return this form. Buyer membership fees are due annually and invoiced in September of each year. An initial payment based per month will be required upon application completion.

Upon receipt of the above you will be added to the buyer list on our files, and onto our website.

Company Name	
Name of contact	
Complete mail Address	
Canadian Mailing Address if different from above (required for CITES permits)	
Phone 1	
Phone 2	
Email address	
What are your estimated annual purchases (in pounds)?	
Where do you distribute Ontario root that you purchase?	
How long have you been a buyer of Ontario root?	
Please list names of the Ontario Growers that you have purchased from	

I certify that any ginseng root exported from Canada using a CITES permit will be root purchased from a Canadian ginseng grower who is a member in good standing of the Ontario Ginseng Growers Association.

I have read and understand the Ontario Ginseng Growers Association "Member Policy"

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Print Name

Signature

Date



## POLICY AND PROCEDURE

### **Policy Name: Membership Policy**

**Commencement Date:** January 19<sup>th</sup>, 2024

**Category:** Administration

#### **1. PURPOSE**

This policy seeks to provide guidance, consistency and code of conduct expectations to Associate and Buyer members of the OGGA.

#### **2. APPLICATION**

All Associate and Buyer Members

#### **3. DEFINITIONS**

Buyer Member – means a buyer / purchaser of Ontario grown ginseng

Associate member - means supplier of goods and/or services to Ontario Ginseng Producers.

Grower / Producer Member – As noted in the “Producer in good standing” Policy

#### **3. BENEFITS OF MEMBERSHIP – BUYER AND ASSOCIATE MEMBERS**

- A business listing including logo, where applicable on the [www.ontarioginseng.com](http://www.ontarioginseng.com) website
- Access via contact list to our OGGA newsletters and other industry related news and updates as applicable
- Invites to OGGA events including the annual Industry Day, golf tournament, buyers dinner, trade shows and other applicable events
- Advertising opportunities in our electronic e-blasts to members
- Mail out services to grower members
- Access to full grower member list (buyer members only)

#### **4. POLICY STATEMENT**

- 4.1 Every prospective Buyer and Associate Member shall complete an application form and submit it to the OGGA staff at [info@ginsengontario.com](mailto:info@ginsengontario.com) for review and approval. The membership application forms are available at [www.ginsengontario.com](http://www.ginsengontario.com) or by e-mail request.
- 4.2 Every Buyer and Associate Member will be invoiced on an annual basis; payment is required within 60 days of invoice to maintain membership benefits as set out herein.

- 4.3 Code of Conduct – Every Buyer and Associate member shall conduct themselves in alignment with the vision of the Ontario Ginseng Growers Association and in the best interest of all Members including Producer Members. Members shall remain professional and shall not engage in conduct or make statements that could harm, defame, or otherwise discredit the OGGA or any other Member including Producer Members.

## 5. PROCEDURES

5.1 The OGGA office staff, based on criteria prescribed by the Board of Directors, will review and approve all applications for membership. The OGGA Board of Directors will review the standing of all memberships on an annual basis.

5.2 The OGGA office staff will maintain the OGGA website with current Member information where available within 30 days

5.3 This Policy and Procedure will be reviewed and approved by the OGGA directors annually.

5.4 The OGGA Board of Directors reserves the right to revoke Associate and Buyer Membership upon review where the Member has exhibited a failure to comply with this policy's Code of Conduct. Notification will be given to the member via e-mail.

The OGGA Executive Director will make changes to this Policy as approved by the Board of Directors and make a note of any such approved changes on the Revision History set out below.

### REVISION HISTORY:

Revision Ref. No.	Approved Rescinded	Date	Committee/ Board/GM	Resolution Number	Document Reference
1.1	Approved	January 19 <sup>th</sup> , 2024	Board		Board Minutes