



# Michigan Garden Clubs, Inc. Policies and Procedures

These Policies and Procedures shall not be in conflict with the bylaws and may be amended at any regular meeting of the Board of directors by majority vote of those

present.

## BOARD OF DIRECTORS

1. Each chairman is responsible for maintaining a permanent file of the position's activities.
2. Each chairman is to transfer the permanent file to the successor when the member's term expires.
3. A written report is to be emailed to the Vice President under whom the committee chair serves before the scheduled Board meeting and a verbal report given at the request of the President.
4. The Board directs and supervises the affairs and the routine business transactions of MGC.
5. All recommendations from the Finance Committee are voted on and approved by the Board.
6. The Board must approve or deny any release of the MGC membership list.
7. Money budgeted for each chairman may be spent for printing, duplicating, postage and documented phone calls. Small amounts may be accumulated. All claims for reimbursement must be submitted to the Treasurer no later than May 15<sup>th</sup> in order to close the books each year. Claims submitted after that date will be considered a donation to MGC.
8. Board members shall keep receipts of expenditures and include them with the expense forms for reimbursement by the Treasurer. Reimbursement from sales receipts is not allowed.
9. Members are expected to attend all meetings of the Board called by the President.
10. The board reviews and may approve or deny any requested use of the MGC, Inc. Logo.
11. In the event of the death of a current member or spouse, the Corresponding Secretary shall express sympathy and arrange for a memorial tribute in the amount of twenty-five (\$25.00) dollars to be forwarded to the Scholarship Fund.
12. Official stationery shall be available for Board members use in a limited quantity from the Printing Chairman
13. Each board member may purchase a nametag. "State Board Member" will appear under their name except for the President, Vice Presidents, District Directors, Recording Secretary and Corresponding Secretary.
14. Board members are required to have Board approval before giving MGC endorsements.
15. Board members do not initiate fund raising or incur MGC expenses without prior approval of the Finance Committee.
16. All dates for all state functions must be cleared with the Calendar Chairman before they are put into planning and operation mode.
17. The Treasurer will not reimburse chairmen and officers for state sales tax.

## DISTRICT DIRECTORS' GUIDELINES

1. Send a list of club presidents and addresses, telephone numbers and e-mail addresses to Database/Circulation Manager by July 1.
2. Arrange an Annual District MEETING AT WHICH THE Director shall preside.
3. Appoint a representative and an alternate from the district to the Nominating Committee. **District representative for the Nominating committee should have district-wide and MGC State Board experience.** These representatives should be familiar with and knowledgeable of state objectives and procedures
4. Appoint a District Treasurer
5. Appoint District Chairmen as needed.

## TREASURER GUIDELINES

1. Receive all dues from member clubs, partial club membership not accepted, with a duplicate mailing list of newly accepted clubs to the Database/Circulation Manager by July 1.
2. Close the Treasurer's books by June 30 and at the end of the administration deliver them to a Certified Public Accountant for auditing and seek their advice and assistance in the preparation of financial reports.

## DATA BASE CHAIR GUIDELINES

1. Keep a list of member clubs and their presidents, alphabetically by city to be sent to NGC by September 15
2. Compile and maintain MGC Directory of Board of Directors, Club Presidents, Consultants and Flower Show Judges.
3. Send membership statistics to MGC President, 1<sup>st</sup> V.P, Finance Chairman and District Directors before scheduled meetings.
4. Maintain historical data of clubs and members.
5. Membership list is property of MGC. Information is to be used ONLY for MGC purposes.

## ADVISORY COUNCIL

1. The Advisory Council is composed of Past Presidents with the immediate Past President serving as Chairman.
2. The Council, in addition to advice on policy matters, may also provide advice and recommendations to the President when deemed appropriate.
3. A minimum of two (2) Council members shall be responsible for discarding non-essential MGC, Inc .records.
4. The MGC President shall contact Advisory Council members to determine their ability to be part of the quorum count for the current term of office. *(This is solely for the purpose of determining the number of members required for a quorum.)*

## **NOMINATING COMMITTEE GUIDELINES**

1. A representative and an alternate to the nominating committee must be appointed by the District Directors and presented to the Nominating Committee Chairman at the annual meeting of an election year.
2. Refer to the Bylaws Article XVII for the structure of the committee
3. Refer to the Bylaws Article IX for the slate of officers.
4. The committee shall meet in the even numbered years to nominate the slate of officers.
5. The slate must be completed and presented to the Board of Directors at the winter meeting of the election year.
6. It is recommended to rotate the Primary Leadership of MGC, Inc. around the State.
7. The meetings of the Committee are private. The discussions held are not to be shared with anyone other than the committee members.

## **FINANCE COMMITTEE**

1. The Finance Committee shall advise on all fiscal matters and be responsible for sound money management.
2. Refer to Bylaws Article XV for make-up of the committee.
3. Proposed budgets and financial reports for schools and symposiums must be submitted by the State Schools Chairman to the 3<sup>rd</sup> Vice President and Finance Committee Chairman in a timely manner.
4. Requests for changes in committee chairman's budget must be submitted to the Finance Committee by April.
5. Requests for financing of special projects must be submitted to the committee before the project's implementation.
6. The use of the Michigan Sales Tax Letter of Exemption is restricted to State Board members and Chairmen for MGC, Inc. business purposes and sponsored events, e.g. schools, conventions and meetings.
7. All sponsored events shall be planned on a break even basis.
8. State convention profits after the cash advance is returned shall be divided 50% to MGC, Inc. general fund, 25% to host District and 25% to Host Club(s).
9. The MGC schools', symposiums', meetings', and convention profits after the cash advance is returned are divided 50% to MGC, Inc. general fund, 25% to the host District, and 25% to the host club(s).
10. Any financial loss by the state conventions or schools is covered by MGC, Inc.
11. District meetings are financed by the individual districts, with all profit and loss assumed by the District.

12. When hosting a Central Region Meeting, after return of the cash advance, the profits are divided 75% to Central Region and 25% to MGC, Inc. general fund.
13. When hosting a NGC, Inc. convention, after return of the cash advance, the profit is divided 60% to NGC and 40% to MGC, Inc. general fund. MGC, Inc. is responsible for any loss up to one thousand (\$1,000.00) dollars.

### **LIFE MEMBERSHIP FUND**

1. The Life Membership Fund is a designated fund of MGC, Inc., which helps finance MGC, Inc.'s scholarship program.

### **SCHOLARSHIP FUND**

1. The Foundation: FGCM entity merged with MGC. Inc. and was renamed the Scholarship Fund.
2. The Scholarship Fund is managed by the Scholarship Chairman with the assistance of the state Treasurer.
3. The Scholarship Chair and Treasurer will determine the funds available from Life Membership and the Scholarship Funds. The Scholarship Chair recommends the number of scholarships to be given to the Finance Committee, the Executive board. The minimum for each award is one thousand (\$1,000.00) dollars. The number of scholarships awarded is approved by the MGC board.
4. For the NGC Scholarship, one thousand (\$1,000.00) dollars shall be available to the nominee recommended to NGC.

### **CONVENTIONS**

1. Hospitality expenses for the MGC, Inc. National Youth Activities winner and chaperone will be included in the state convention budget. State winners are hosted at their respective district meetings with the state paying the meal expenses.
2. NGC scholarship winners are to be invited as a guest at the state convention or Board meeting.
3. An advance of two thousand (\$2,000.00) dollars for a state convention may be obtained upon written request of the chairman to the Finance Committee. The \$2,000.00 shall be repaid from the profits before prorating for other distributions.
4. The guidelines for planning a state convention are to be given by the 1<sup>st</sup> Vice President as soon as the convention chair is selected.
5. The convention is to be hosted by the President's District one time during her term of office, and is rotated around the state at the discretion of the President and Districts.
6. The installation convention is to be held in the District of the incoming president and if it is not feasible the President and Vice Presidents shall determine the location.
7. The state conventions are to be held within the boundary of the State of Michigan unless otherwise authorized by the Board of Directors.
8. Refund policy is at the discretion of the Chairman and Treasurer who shall determine the amount of any requested refund minus a ten (\$10.00) dollar processing fee.

9. Only the NGC President's complete package is paid by the MGC, Inc. convention and the same for the Regional Director. They are responsible for their transportation. If the NGC President is unable to attend and another NGC officer is invited to represent her, the same courtesies should be extended. Any companion accompanying the NGC or Regional officer would not be a guest of MGC, Inc., but would be responsible for their own expenses, i.e. registration, meals, workshops, tours, etc. Only one at a time should be invited to attend MGC, Inc. Annual Convention.

### **AWARDS**

1. The list of Awards and Rules will be published in "Thru the Garden Gate" every two years.
2. Participation in the awards is based on the Club's number of dues paying members.
3. The Awards Committee is responsible for judging, selecting and presenting awards.
4. The Award year runs from January 1 through December 31.
5. Yearbooks should be sent to the District Directors by October 1<sup>st</sup>. Applications for the Youth Award are sent to the Youth (Activities) Chair by December 1<sup>st</sup>. Books of Evidence for Flower Show awards are sent to the Flower Show Advice and Awards Chair by Oct. 1<sup>st</sup>. All other Books of Evidence for awards are sent to the Awards Chair by October 1<sup>st</sup>. Exception: the Publicity Press Books are due January 10<sup>th</sup>.
6. Central Region Awards are sent directly to the CR Awards Chair by September 10<sup>th</sup>.
7. Awards deemed eligible for an NGC award will be sent by the Awards Chair to the appropriate National Chair.
8. The state Chairman will provide all award certificates for MGC and NGC awards. They must be printed on top quality stock paper with the MGC Seal embossed where appropriate. Signatures must be completed before presentation.
9. Awards that have a monetary amount attached to them must be recorded and a list sent to the Treasurer at least two weeks prior to presentation. This allows the MGC Treasurer time to write the checks before the awards are presented.
10. Sponsored Awards should be processed at least one month before presentation and sent to the Treasurer. This will allow the Awards Chair time to notify Sponsor and the Treasurer to collect the award monies from the sponsor of said award.

### **MEETINGS**

1. The President shall call at least one (1) executive planning meeting during the term of office.
2. The Board of Directors shall meet four times a year at the call of the President.
3. Before the start of the Board of Director's business meeting, each chair will participate in a committee meeting relevant to their chairmanship, as decided by the President at the start of their term of office, to discuss problems and work on finding solutions, or to discuss the means to improve current procedures. Chairs may also submit changes to their Job Description, which the committee will approve pro tem until codified by the next appointed Policies and Procedures Committee. The results of these committee meetings will be presented during the business portion of the meeting. If a solution or change needs the vote of the entire Board of Directors, the topic shall be included in the business of the next scheduled Board of Directors Meeting. These committee

meetings can be changed or dismissed at any meeting by the request of the Presidents and the agreement of the Board Members present.”

### **SPONSORED SCHOOLS AND SYMPOSIUMS**

1. All state sponsored schools and symposiums must be planned on a break-even basis.
2. Meals for the state President, state and local chairman, when not taken for credit, are to be included in the expenses of the proposed budget. Lodging to be offered when possible.
3. A three-hundred (\$300.00) dollar advance is available to the local chairman on written request to the Finance Committee. An advance of five hundred dollars \$500 is available for symposium. These advances are to be returned to the Treasurer at the completion of the course/symposium.
4. Profit is to be divided, after the return of the cash advance, 50% to MGC, Inc. general fund, 25% to the host District and 25% to Host Club(s).
5. Schools and symposium committees are not permitted to give donations or gifts from the proceeds.
6. State schools chairmen and symposium chairmen are responsible for seeing that the local chairman have a copy of the guidelines for NGC schools and are responsible for seeing that the schools and symposium local chairman follow and conform to NGC guideline manuals for registering and conducting the school or symposium.
7. The state schools chairmen work with the President, the 3<sup>rd</sup> Vice President and District Directors to rotate the schools through MGC’s Districts.

### **COUNCILS**

The Presidents of the Accredited Judges Council (MAAJ), the Michigan Consultants Council (MCC) and the Judges Credentials Chairman serve on the MGC, Inc. Board of Directors.

### **THE NEWSLETTER**

1. *Thru the Garden Gate* is published four times a year.
2. It will be sent free, on request, to Michigan Life Members who are affiliated with a garden club.
3. *Thru the Garden Gate* shall be sent complimentary to state Presidents, Central Region Director and editors of Central Region states, the NGC President, Vice Presidents and any other state or national persons the President or Editor deems worthy.
4. Selection of paid advertising is at the discretion of the Editor, the Staff, and space allocated for advertisement. Advertising must be directly related to MGC, Inc. activities.
5. One set of *Thru the Garden Gate* and one of the *National Gardener* is to be kept by the Historian. A complete set of *Through the Garden Gate* issues shall be kept by the Editor.

### **WAYS AND MEANS CHAIRMAN**

When the Ways and Means Chairman attends District meetings and schools, their luncheon cost shall be a reimbursable expense through the normal manner with the state Treasurer, unless they are attending the school for credit or auditing.

## **WORKSHOPS, PROJECTS AND OTHER STATE SPONSORED ACTIVITIES**

Any state chairman wishing to initiate a workshop, project or activity shall have first approval of their coordinating Vice President, the President, and the Finance Committee before implementation.

### **MGC AFFILIATION**

1. MGC, Inc. encourages members to affiliate with organizations and causes of their choice.

### **PRESIDENT'S END OF TERM ACTIVITIES**

1. The retiring President shall be honored by placing her name in the NGC Roll of Honor Book at NGC's headquarters. The Treasurer sends two hundred (\$200.00) dollars to NGC and presents the certificate to the retiring President at the last Board meeting of the President's term.
2. The petite point MGC Logo, gavel, embosser and medallion are presented to the incoming President by the retiring President at the installation ceremony, and are to be kept in the President's possession for her term of office.

### **CENTRAL REGION DIRECTORSHIP**

1. NGC eligibility must be followed as stated in NGC Bylaws for candidates considered eligible for Central Region Director from Michigan.
2. A Central Region Director shall be elected from MGC upon notification from CR Board. The members eligible to serve as Regional Director, shall be notified in writing by the Corresponding Secretary, during the even numbered year. They must reply to the Secretary by April if they wish to run for the office. The election shall be held at the September MGC Board of Director's meeting. A CR Director and an Alternate shall be elected. The candidate receiving the highest number of votes is the Director. Another ballot shall be cast for the Alternate Director.
3. An amount of two hundred (\$200.00) dollars a year shall be placed in a restricted account for the use of the Michigan CR Director.

A donation to the NGC Permanent Home and Endowment Fund may be made in honor of the new MI CR Director.

4. Expenses for the CR Director attending the MGC Convention are covered under Convention.

Original Standing Rules published April 22, 1997. Revisions\*

9/2011 Committee: Marge McGoff, Sharon Yantis, Lynn Dinvald, Nancy Stark, Florence Smith,  
Robin Courtright, Deannie Picciotti

Revised 11/9/2014 Recommended by Executive Committee: Adopted by Board of Directors

Revised 4.7.16 Recommended by Finance Committee: Adopted by Board of Directors

Revised 4/6/17 Recommended by the Executive Committee: Adopted by Board of Directors