

MGC Policies & Procedures

Administrative Policies

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Conflict of Interest Policy

1. The MGC Conflict of Interest Policy was approved by the MGC Board of Directors on April 4, 2017. The details and procedures are contained in a separate addendum.
2. Each member of the MGC Board of Directors is required to sign the Conflict of Interest Policy at the first meeting which they attend of each new administration.
3. When a new board member is approved or appointed, they will be asked to sign the Conflict of Interest Policy at the first meeting they attend.
4. The Recording Secretary is responsible for ensuring each Board member has signed the Policy and retains, as required by the Document Retention Policy.

Document Retention Policy (Approved April 9, 2020 by the Board of Directors)

See Addendum 1.

Personal Photo Release Policy

1. MGC takes care to protect the identity of persons of any age.
2. All registration forms for MGC events must have the following MGC Policy statement:
Any photos taken at this event may be used in upcoming informational and promotional materials. If you don't want your photo used, please notify the registration desk when you check in.
3. For other occasions where #2 above does not apply, MGC will obtain a written and signed release from the person or responsible adult of a minor before using or publishing the image or likeness of any member or other persons (volunteers, guests, speakers, member of the public, etc.) before using or publishing any MGC informational or promotional, including the MGC website.
4. Any one taking pictures at an MGC event at which a registration form with the above statement is not used will obtain permission or ensure a release form has been signed from the person(s) at the time of taking the picture.
5. All releases will be retained, according to the MGC Document Retention Policy, under the responsibility of the Communications Committee Chair, currently the Recording Secretary.

Intellectual Property

1. The Intellectual Property policy is currently under review with the MGC attorney. Once complete and approved by the MGC Board of Directors, it will be referenced here and contained in a separate addendum.

MGC Logo

1. This is the official MGC logo. Do not make any alterations to the colors or shape.



The official MGC logo is round with a white apple blossom, green leaves. Behind the apple blossom is a gold map of Michigan showing both the Upper and Lower Peninsulas. The apple blossom and map of Michigan are on a round field of Dark Blue. The dark blue has a scribe of gold with an outer band in Medium Blue with Michigan Garden Clubs, Inc. in Font: Eras Demi ITC (Lucida Calligraphy used on retractable signage) written in the

circle using White lettering. The entire logo is then outlined with the Dark Blue band. [Using the specific requirements in the Reference MGC Style Sheet]

2. The official logo may be used for non-commercial and fundraising purposes by MGC Member Clubs.
3. The MGC Board of Directors must approve any use of the official logo by any entity other than an MGC Member Club. This logo may not be used for personal financial gain.
4. If printing and/or copying in black and white, a black and white version of the logo is available.
5. The official logo Style Sheet and files are available in the Member Resources Section under Club Resource Materials.

(Amended by the MGC Board of Directors, April 10, 2025)

MGC's Business, Member and Financial Information Policy

1. All financial information is to be held in the strictest of confidence and used only to the extent to perform specific MGC job duties.
2. All membership information is to be held in the strictest of confidence and used only to the extent to perform specific MGC job duties (e.g. sending member club rosters to NGC and use of external services for printing mailings).
3. The membership list is property of MGC, Inc. However, information may be shared with National Garden Clubs, Inc. to expedite communication from NGC to members. Information is to be used ONLY for MGC purposes.

President's End of Term Activities

1. The retiring MGC President shall be honored by placing their name in the NGC Roll of Honor Book at NGC's headquarters.
 - a. The MGC Treasurer will send two hundred (\$200.00) dollars to NGC to obtain the certificate.
 - b. The certificate is presented to the retiring President at the last Board meeting of the President's term.
2. The petite point MGC Logo, gavel, embosser and Seal of the Office President's Pin (gold medallion with matching gold chain) 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 their term of office.

3. The retiring President will pass on the MGC President's files to the newly-installed President in a timely manner.

History of Administration's Term

1. The retiring MGC President will write a one-page history of the Administration's highlights/accomplishments and give to the MGC Historian to send to NGC.
2. The retiring MGC President will write a more-detailed history of the Administration's highlights and accomplishments for the MGC archives.

President's Pins

Former President's Pin

1. The former President's Pin is an award given in appreciation for the services they have provided.
2. It is presented to the outgoing President at the installation ceremony at the MGC State Conference after the presentation of the President's Gold Pin and Chain to the newly-installed President.
3. A letter signed by the incoming President will be provided indicating the presentation of the award and advising that the recipient consult their financial advisor.

Seal of Office President's Pin

1. The gold President's Pin, with matching gold chain, will serve as the official seal of the office for the President of MGC, Inc.
2. The pin is the sole property of MGC, Inc. and will be kept in the secured possession of the duly-elected President during their term of office.
3. The estimated value of the pin is insured under the President's personal homeowner's policy and that additional cost is reimbursed by MGC, Inc.
4. If an updated appraisal is required, the cost for the appraisal is covered by MGC policy and paid by MGC, Inc.
5. At the installation ceremony held typically at the State Conference in odd-numbered years, the outgoing President will present the gold pin and chain to the new president as the "Seal of Office" at the installation ceremony held during the odd-numbered-year annual state conference to the new president.
6. The outgoing President is responsible for removing the item from their homeowner's policy.

Position Descriptions

1. The specific responsibilities of each Board of Directors position are found in the MGC Position Descriptions document, available on the member-side of the MGC, Inc. website.
2. The President is responsible to:
 - a. Maintain a complete file of all current job descriptions in alphabetical order.
 - b. Prepare a form asking for recommended changes in job descriptions and give one to each member of the board at the spring meeting of the retiring administration.
 - c. Review the suggested changes and update the job descriptions with the help of a committee including the President-Elect, Parliamentarian and another Board member.
 - d. Prepare a position description folder for each board member and distribute them at the Board of Directors meeting immediately following the Annual Meeting in the odd-numbered year.

Corporate Email Policy

1. Email addresses using a person's first initial and last name followed by "@migardenclubs.org" will be created for all Executive Committee Members within the MGC MS 365 system. This will allow all elected and appointed officers access to the MGC files within the systems.
2. Once the email address has been created and is functioning, the Executive Committee Member will be expected to use that address for all MGC email correspondence.
3. Email addresses for MGC Board members whose position requires access to the files within the MGC system or whose responsibilities can be more easily accomplished will be created. Once that is done and functioning then the MGC Board member will be expected to use that address for all MGC email correspondence.
4. MGC Committee Chairs may request MGC email addresses be created for committee members to facilitate the committee work to be done. The Technology Committee will review and approve. The Technology Chair will work with the Committee Chair to accomplish.
5. When an individual's work or term ends, the MGC email address will be deleted by the Technology Chair. If a One Drive account is associated with the email address, it will be transferred to the new officer or individual doing official MGC Business.

Addendum 1: MGC Document Retention Policy

Purpose

The purpose of this policy is to provide for the systematic review, retention, and destruction of documents received or created in the course of Michigan Garden Clubs, Inc. (MGC) business. The policy identifies documents that will be maintained and sets guidelines for how long certain documents should be safely retained. The policy assures MGC is in compliance with the Sarbanes-Oxley Act (July 30, 2002), a federal bill requiring document retention in the event of a federal inquiry. Compliance with this Act may also assist MGC in the event of litigation.

Policy Statement

This policy identifies the record retention responsibilities of the Finance Committee and MGC's Officers and Directors for maintaining and documenting the storage and destruction of MGC documents and records.

1. No paper documents will be destroyed if pertinent to any ongoing or anticipated government inquiry, proceedings or private litigation.
2. No documents will be destroyed that have historical significance for future MGC activities. Documents without historical significance should not be kept if they are no longer needed for the operation of the organization or required by law.
3. Documents that are not listed but are substantially similar to those in the retention schedule will be retained as defined in the MGC Document Retention Schedule.
4. The contracts MGC has with the current financial advisors states that the financial advisors will maintain all financial records relevant to investments.
5. Documents will be organized and stored by fiscal year, by retention schedule category, and by destruction date. Records with shorter retention schedules may be stored at the Kalamazoo Garden Council House.
6. The MGC Finance Committee will maintain documentation and retention schedules. This committee will annually review the retention schedule defined below and will evaluate documents for retention or destruction. A record of document storage noting the document subject, type, date, retention schedule, storage location, and box number, if applicable, shall be maintained by the committee. A copy of The Record of Document Storage shall be stored

with the MGC Finance Committee Chair, and on the Board area of MGC’s website.

7. Documents that fall under document retention are to be delivered to the MGC Finance Committee for document retention review at the end of each fiscal year. These documents should be stored on a flash drive during the fiscal year that the records are with members. This drive is to be stored electronically.
8. When a document is no longer needed or required, it should be disposed of properly in order to ensure that the data is no longer recoverable.
9. Voicemail and email messages are to be kept if related to items in the Document Retention Schedule.

MGC Document Retention Schedule

*Indicates primary responsibility

Document	Suggested Retention Period	Responsibility
General Administrative		
Articles of Incorporation	Permanent	*President/Treasurer
Bylaws	Permanent	*Recording Secretary/ Parliamentarian
Minutes: Executive Committee Meetings	Permanent	Recording Secretary
Minutes: Board of Directors Meetings	Permanent	Recording Secretary
Minutes Logs	Permanent	Recording Secretary
Legal Matters	Permanent	*President/Treasurer
Incident Reports/Complaints	Permanent	President
Accident Reports/Claims	7 years after settlement	*President/Finance Cmte
Conflict of Interest Statements	Permanent	*Recording Secretary/Finance Cmte
Financial		

Chart of Accounts	Permanent	Treasurer
Corporate Accounts Payable Check Registers	Permanent	Treasurer
Corporate Accounts Payable Checks (canceled)	7 years	Treasurer
Corporate Accounts Receivable Billing	7 years	*Treasurer/Finance Cmte
Cash Receipts Journals (QuickBooks)	7 years	*CPA/Treasurer
Expense Reimbursement Vouchers	7 years	Treasurer
Bank Deposit Support/Receipts	7 years	Treasurer
Bank Statements	7 years	Treasurer
Bank reconciliations	3 years	Treasurer
Investment Statements	7 years	*Treasurer/Finance Cmte
Investment account reconciliations	3 years	*Treasurer/Finance Cmte
General Ledger (QuickBooks)	Permanent	*CPA/Treasurer
Professional Audit Reports	Permanent	*CPA/Treasurer
Internal Audit Reports	3 years	*Treasurer/Finance Cmte
Qtrly & Yr-End Balance Sheets	Permanent	Treasurer
Qtrly & Yr-End Income & Expense Statement (P & L)	Permanent	Treasurer
Qtrly & Yr-End Reconciliation & Bank & Investment Support	Permanent	Treasurer
IRS Correspondence	Permanent	*CPA/Treasurer
Tax returns and Worksheets	Permanent	*CPA/Treasurer
Donor Funding Records	Permanent	Treasurer

Endowment Records	Permanent	Treasurer
Scholarship Grant Records	Permanent	*Treasurer/Scholarship Chr
Budgets	3 years	*Treasurer/Finance Cmte
Expired Contracts, Leases	7 years beyond termination	*President/Treasurer
MGC Donations	7 years	Treasurer
Grants and Contract Files	7 years	*President/Treasurer/Finance Cmte
General Liability Insurance Policy	Permanent	*Treasurer/Finance Chair
Directors & Officers Insurance Policy & Fidelity Bond	Permanent	*Treasurer/Finance Chair
Insurance Correspondence	3 years	*Treasurer/Finance Chair
Satellite Controlled Accounts Payable Check Registers	10 years	Satellite Treasurer/District Director/*MGC Treasurer
Satellite Controlled Accounts Bank Statements	3 years	Satellite Treasurer/District Director/*MGC Treasurer
Satellite Controlled Account Bank Deposit Support	7 years	Satellite Treasurer/District Director/*MGC Treasurer
Satellite Controlled Account Financial Reports	7 years	Satellite Treasurer/District Director/*MGC Treasurer
Satellite Controlled Account Expense Reimbursement Records	7 years	Satellite Treasurer/District Director/*MGC Treasurer
Satellite Donations	7 years	Satellite Treasurer/District Director/*MGC Treasurer
District Budgets	3 years	Satellite Treasurer/District Director/*MGC Treasurer
District Event Budgets & Final Reports	3 years	District Director/*Finance Cmte

Grow & Share Grant Applications	3 years if not approved	Grants Chair
Grow & Share Grant Applications & Project Final Reports	7 years if approved	Grants Chair
School Budgets & Final Reports	3 years after series completion	School Chr/3 rd VP/*Finance Cmte
GTEP		
IRS Acceptance	Permanent	GTEP Chr
Yearly Submissions	Permanent	GTEP Chr
Program		
Copyright, trademark, patent registrations, licenses	Permanent	*President/Technical Chr
Brochures, Advertising, manuscripts & Photos	4 years	Recording Secretary/*Tech Chr/Webmaster
Photo & artwork permissions & releases	Permanent	Recording Secretary/*Tech Chr/Webmaster

References & Sources:

Kalamazoo Garden Council, Inc.
 Seber Tans, PLC.
 Internal Revenue Service, Publication 583
 AICPA, Inc. as adapted from National Council of Nonprofits.
 Better Business Bureau
 The Shred-it Guide to Document Retention
 Massachusetts Society of CPAs, Inc.
 Caufield & Flood, CPAs
 Camico, Inc.
 MyCompanyWorks
 IllinoisCPA.org
 Blue Avocado – Nonprofits Insurance Alliance
 The Nonprofit’s Guide to Managing Documents in the Cloud Effectively