

# MGC Policies and Procedures

## MGC Events

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### Budgeting

1. All MGC events managed through the corporate checking account will have a budget developed by the event organizing committee and approved by the Finance Committee within the overall annual approved budget.

### Event Insurance

1. The MGC General Liability Proof of Insurance Certificate is available on the MGC website member side and can be download and printed if requested by the venue where the event is to be held.
2. If the venue where the MGC event is being held requests to be named as an insured party on the MGC General liability policy this must be approved by the President

before a certificate is requested from MGC's insurance agent. There may be an additional charge for adding the venue.

3. If alcoholic beverages are being considered as a part of an MGC event as a source of revenue (MGC will receive a portion from the sales) either as complimentary or not then a special event insurance policy may be required. There is an additional cost for this policy which should be included as an event expense in the event budget.

## **MGC Fundraising Policies**

### **MGC Raffle**

1. Either an in-house or an exempt raffle, as defined by the Michigan Charitable Gaming Division, may be conducted by MGC Corporate at its Annual Conference under the MGC Gaming Organizational ID Number. The MGC Treasurer is responsible for overseeing the process and the reporting for the raffle license. (Approved at the April 11, 2024 meeting of the Board of Directors and amended June 10, 2024.)
2. Beginning in fall 2024, MGC Districts may conduct an exempt raffle as defined by the Michigan Charitable Gaming Division, at a district event as long as the total value of the prizes does not exceed \$100. The District Treasurer is responsible for overseeing the process including verifying the venue allows the raffle.
  - a. All raffle revenue collected is revenue for the District event only.
  - b. If the exempt raffle is a 50/50 raffle the maximum that may be collected is \$200.
  - c. Any exempt raffle conducted at an MGC District meeting will be managed by the District, not by a host club.
  - d. No club may use the MGC Gaming Organization ID# to obtain a raffle license.

(Amended at the June 10, 2024 meeting of the Board of Directors.)

### **Silent Auction Held At An MGC Event**

1. The Treasurer for the event will complete the MGC Silent Auction Worksheet to determine the total sales and taxes to be remitted by MGC. The MGC Silent Auction Worksheet is available on the MGC Website.

2. Sales tax on the proceeds of any Silent Auction will be paid by MGC for all events managed through corporate accounts. No sales tax should be collected at the event.
3. For a District event the District Treasurer will complete the MGC Silent Auction Worksheet, and enter the amount of sales tax as an expense on the District Event Budget and Final Report Form. This amount will be remitted to MGC by check or via electronic transfer by the MGC Treasurer. If remittance is by check, "MI Sales Tax" should be written on the memo line and submitted to the MGC Treasurer.

## **Vendors**

1. Anticipated vendor expenses (tables/space/meal) will be considered and accounted for when establishing the Vendor Registration fee for the event. The final vendor registration fee should include at least a 10% markup to assure this is a positive source of revenue for the event.
2. Vendor Registration Fees should be reported as revenue on the Event Budget and Final Report form.
3. Vendor costs (table/space/meal) is reported as an expense on the Event Budget and Final Report Form.
4. All contracts with the vendors will be signed by the vendor and the District Director, which cover the details including the cost, the space set up and the cancellation policy.

## **MGC State Conference/Annual Meeting Policies**

1. The state conferences are to be held within the boundary of the State of Michigan unless otherwise authorized by the MGC Board of Directors.
2. The installation conference is to be held in the District of the incoming President and hosted by the District. If it is not feasible, the President in consultation with the President-Elect and the District Directors shall determine the location.
3. The state conferences in non-installation years will be rotated around the state at the discretion of the President and the District Directors.
4. The guidelines for planning a state conference are to be given to the co-chairs by the President as soon as the co-chairs are selected.
5. Co-chairs for the conference should keep a notebook including timelines, budget considerations, venue criteria, room requirements, key improvement suggestions and any other information they deem pertinent. This notebook should be returned

over to the MGC President, as soon as possible, but no later than 60 days after the conclusion of the conference.

6. The schedule and agenda for the State Conference occurring in even-numbered years will be developed by the Conference co-chairs working with the President and for those occurring in odd numbered years with the President and President-Elect.
7. An annual State Conference budget will be developed by the Conference co-chair(s) and Treasurer and reviewed and approved by the Finance Committee and then communicated to the board.
8. Budget Considerations
  - a. Only the NGC President's complete package, excluding transportation, is budgeted and paid by the annual State Conference and the same for the Central Regional Director.
    - i. If the NGC President is unable to attend and another NGC officer is invited to represent them, the same courtesies will be extended. Only one NGC officer should be invited to attend at a time.
    - ii. At least once during an administration, the Central Region Director should be invited to attend. If the Central Region Director is unable to attend, and another Central Region representative is invited to attend, the Central Region representative would be extended the same courtesies. Only one Central Region officer should be invited to attend.
    - iii. Any companion accompanying the NGC or Regional officer to attend the annual State Conference would be responsible for all of their own expenses.
  - b. The MGC National Youth Activities winner and chaperone should be invited to the state conference if the winner resides in the district hosting the state conference. They should be offered mileage and meals for one day of the conference if they agree to give a short presentation about their plans. These expenses need to be included in the budget.
  - c. The NGC scholarship winner from Michigan should be extended the same invitation as the MGC National Youth Activities winner. These expenses need to be included in the budget.
9. The venue contract for the State Conference must be reviewed and approved by the MGC President who will sign the venue contract.
10. Contracts will be executed with all speakers, and vendors and signed by the Conference Co-Chair.
11. Effective April 4, 2016, the incentive sharing policy for the MGC Annual Conference is: 50% MGC General Fund, 25% MGC Host District and 25% amongst the named

host club(s). If the Host District Director wishes to allocate the District incentive sharing amount equally to the participating Host Clubs, then that request should be communicated to the Finance Committee when the Conference Final Report is submitted (Approved by the MGC Board of Directors September 8, 2022).

12. The Conference Budget and Final Financial report will be submitted to the Finance Committee for review prior to the disbursement of the incentive sharing checks.
13. Conference registration forms are to include the registration deadline. There will be a 10% late fee after the deadline, if the registration can be accepted by the Conference Chair(s). (Approved by the MGC Board of Directors April 7, 2022)
14. All refunds requested will incur a 10% processing fee. No refunds will be given after the registration deadline. (Approved by the MGC Board of Directors April 7, 2022)
15. Under extreme circumstances, refunds may be given after the registration deadline. Requests must be in writing, include the reason for consideration and submitted to the Conference Chair(s). It is the decision of the Conference Chair(s) to approve the refund. (Approved by the MGC Board of Directors April 7, 2022)

### **MGC Annual Meeting Delegate Policy and Procedures**

The policy for determining MGC Annual Meeting Delegates and Quorum is prescribed in the MGC Bylaws Article IX Member Clubs Voting

#### **Procedure to Identify Delegates for MGC Annual Meeting:**

1. The certified list of eligible clubs shall be provided to the Credentials Chair from the MGC roster database effective prior to April 1st of the voting year. This list of eligible clubs must be made available for inspection by any member at the annual meeting.
2. The Credentials Chair shall send a notice to each Club President on record as of April 1 no less than 10 days but no more than 60 days prior to the MGC Annual Meeting. The club shall identify the name of the delegate and the name of the alternate delegate and submit to the Credentials Chair in accordance with this notice.
3. Based on the information submitted to the Credentials Chair by the Club President, a Master Credential List by club of delegate names and alternates is developed. When a delegate registers for the Annual Meeting, an email is sent confirming them as a delegate and providing instruction on how to obtain their Credentials and Voting Instructions packet when arriving at the annual conference.

(1, 2 and 3 approved at the April 11, 2024 meeting of the Board of Directors.)

4. During the registration process, the Conference Registrar provides ongoing updates of conference attendees and delegates to the Credentials Chair so that the Credential Chair can work with the Club Presidents to ensure delegates are assigned correctly in advance of the conference. Note: If a delegate has registered and is listed for two clubs the Credentials Chair will resolve with the Club Presidents which one club the delegate will represent.
5. The Credentials Chair, works in coordination with the conference organizing group ahead of the conference to accomplish the following:
  - a. Have a specific Delegate's Table in the conference check in area
  - b. Ensure there is a method to identify all delegates
  - c. Ensure that an adequate delegate seating area has been established
  - d. Prepare the preliminary Master Credential List
  - e. Prepare delegate packets
6. During the conference on site check in but before the annual meeting, the Credentials Chair works in coordination with the conference organizing group to:
  - a. Ensure delegates are directed to also check in at the Delegate's Table
  - b. At the Delegates Table, delegates receive their packet, are informed of the time of the annual meeting and are told where the reserved delegate seating area is located.
  - c. When a Club President signs in at the Delegate Table, the list of the club delegates submitted is reviewed and anticipated attendance confirmed. If an alternate is required based on known additional club members attending, the President identifies the alternate. This information is then relayed to the conference check in desk so that as the alternate is checked in they are directed to the Delegate's Table.
  - d. Ensure that all clubs' delegates have registered and resolve any remaining discrepancies between registration and Master Credential List.
    - i. Note: For any delegate that has not checked in one hour prior to the beginning of the annual meeting an announcement is made requesting the missing delegates to report to the Delegate Table.
    - ii. If a person claims to be a club's delegate, but is not on the club's list as either delegate or alternate, they will be directed to find their Club President and have the Club President come to the Delegate Table to resolve.
  - e. Finalize a Master Credential List for delegate voting at the annual meeting before the annual meeting begins

7. The Credentials Chair gives the Credentials Report at the beginning of the annual meeting, verifying that a quorum is present. If the meeting is recessed, another Credentials Report is made at the beginning of the resumed meeting.
8. Once the annual meeting begins the Delegate Table is closed.
9. The Credentials Chair signs, dates and files the Credentials Report(s) and Sign-in sheets with the Recording Secretary for the Annual Meeting minutes.

### **Procedure for Proxy Voting at the Michigan Garden Clubs, Inc., (MGC, Inc.) Annual Meeting (amended April 8, 2021 by the Board of Directors)**

1. An MGC, Inc., eligible member club (Authorizing Club) who is unable to attend the MGC, Inc., Annual Meeting may authorize another eligible member club (Proxy Club) to act on their behalf at the MGC, Inc., Annual Meeting. The Authorizing Club shall use its club number as validation of its identity.
2. The MGC, Inc., Proxy Form must be submitted to the Credentials Chair no less than ten (10) days before the MGC, Inc., Annual Meeting. The authorization for proxy shall also indicate whether the proxy is given with or without instructions, and if with instructions how the proxy club should vote on each specific matter brought before the member delegates at the Annual Meeting.
3. The Proxy Form must identify the Proxy Club who has agreed to act on behalf of the Authorizing Club and signed by the Authorizing Club President or other designated officer of the club.
4. The proxy shall be valid only for the Annual Meeting of MGC, Inc., from the opening to the close of business at the Annual Meeting.
5. The completed and signed Proxy Form may be submitted by email and will be reviewed by the Credentials Chair who will verify the validity of the Proxy submission.

### **District Meetings Policies**

1. The policies for District Meetings are as follows:
  - a. The District Director and host event club committee will develop a budget for the District Meeting using the District Event Budgeting and Final Report Form (available on the MGC Website). The budget target for the District Meeting is ten percent (10%) of gross revenue. The District Director and District Treasurer will approve the District Event Budget.

- b. State Scholarship winners may be invited to their respective District meetings provided they agree to make a short presentation about their field of study. They should be offered mileage and a meal expensed to the District Meeting budget.
  - c. The District Director will review and sign all event contracts (venue, speaker and vendors etc.).
  - d. The District Treasurer will deposit the revenue from participants and maintain all of the supporting financial forms (contracts, deposit slips and copies of checks, invoices, reimbursement request forms) for the District Meeting Final Report. (Approved by the MGC Board of Directors April 7, 2022)
  - e. The Host Member Club may be provided a "Ways and Means" table at no cost to the club.
  - f. If the Host Member Club for the event decides to staff a "Ways and Means" table or have other items for sale, the Host Member Club takes full responsibility for adhering to the laws regarding the sale of items.
  - g. If the Host Member club provides the table centerpieces they may also sell the table centerpieces.
  - h. All members of the host member club(s), who participate in the organization and planning of the District meeting will pay the full registration fee.
  - i. The District Director is considered a guest and does not pay registration fees. The District Director and the host club may determine additional invited guest(s) within their budgeting process for the meeting. (Approved by the MGC Board of Directors April 7, 2022)
  - j. A copy of the Michigan Sales Tax Exemption form and the Michigan Sales Tax Letter of Exemption will be available on the board member side of the MGC website or obtained from the Treasurer. These forms will be used to eliminate the paying of sales tax on all items purchased for the event, including the meals.
2. The District Director submits a final event report using the District Event Budgeting and Final Report Form to the 1<sup>st</sup> Vice President, Finance Chair and the MGC Treasurer for review and acceptance by the Finance Committee and report to the board.
  3. The District Treasurer retains a copy of the report and supporting financial forms (transaction sheets, deposit slips, invoices) in accordance with the MGC Document Retention Policy.

4. Effective November 2017, all sponsored events (district meetings, schools, state conferences, symposiums, tri-refreshers) shall be budgeted to make a surplus with a target of ten percent (10%) of gross revenue.
5. Effective September 6, 2018, the incentive sharing policy for the MGC District meetings and President's/Leadership meetings is: 50% Host District, 25% MGC General Fund and 25% amongst the named host club(s).
6. Donations may be made, at a speaker's request, in lieu of fees, to a charitable or educational organization supportive of MGC's mission and/or to a charitable or educational facility in lieu of rental fees.
7. In the event of a deficit result from a District Meeting, that deficit should be absorbed first by the District, then MGC, Inc., and not passed on to the host club(s). (Approved by the MGC Board of Directors April 7, 2022)
8. Use of District satellite reserve accounts for District Meeting expenses: Please see MGC Policies and Procedures/Financial/District Reserve Policies.

### **Sponsored Schools, Symposia and Multiple Refreshers**

1. The state schools' chairs work with the President, the 3rd Vice President and District Directors to rotate the NGC schools through MGC's Districts.
2. State schools and symposia chairs are responsible for ensuring that the local chair has a copy of the guidelines, manuals and/or procedures for conducting NGC schools.
3. The state chair is responsible for seeing that the schools and symposia local chairs follow and conform to NGC guideline manuals for registering and conducting the school or symposium in order to assure accreditation.
4. The Registration fee for non-members attending any of the NGC schools sponsored by MGC shall be 25% higher than the member fee for the same course. The process to determine the nonmember registration fee is to multiply the member fee by 1.25 (and rounding). Supporting organization constituents may be eligible for a reduced participation fee. (Approved by the MGC Board of Directors November 7, 2024, amended February 6, 2025.)
5. The incentive sharing policy for MGC Schools, Symposia and Multiple Refreshers is: 50% MGC General Fund, and 50% amongst the named host club(s) or MAAJ or MCC committees. The incentive sharing will be distributed at the conclusion of each Course. We recommend that no more than 2 clubs act as hosts.
6. Event registration forms are to include the registration deadline. There will be a 10% late fee after the deadline, if the registration can be accepted by the Local Chair.
7. All refunds requested will incur a 10% processing fee. No refunds will be given after the registration deadline.

8. Under extreme circumstances, refunds may be given after the registration deadline. Requests must be in writing, include the reason for consideration and submitted to the Local Chair. It is the decision of the Local Chair to approve the refund.
9. As a part of MGC's annual budgeting process, funds will be allocated for "Contracted School Instructors" fees and expenses for all NGC/MGC in-person courses (Flower Show, Environmental, Landscape Design, and Gardening Schools). (This is currently budgeted at \$10,000 annually).
10. If funds are available in the budget, MGC will match MAAJ support of instructor fees and expenses for Symposia. MGC will not provide instructor fee support for on-line courses.

(Approved by the MGC Board of Directors April 7, 2022 and amended June 10, 2024, November 7, 2024 and February 6, 2025.)

### **NGC Conventions**

1. NGC conventions are rotated around the U.S. When hosting an NGC Convention, MGC must follow NGC policies and procedures as long as there is no conflict with Michigan law. The co-chairs serve on the NGC Board and on the Future Conventions Committee.
2. When MGC is asked to hold a national NGC event MGC will follow the NGC financial policies as long as there is no conflict with Michigan law.

### **Central Region Meetings**

1. The spring Central Region Garden Clubs, Inc. meeting is held at the NGC Convention.
2. The fall CR convention is rotated around the seven states.
3. When hosting a Central Region convention, MGC works closely with the Director and others on the CR Board and follows CR financial policies as long as there is no conflict with Michigan law.

### **Maintaining State Blue and Gold Star Memorials Policy and Procedures**

1. Only Michigan Garden Clubs, Inc. (MGC) member clubs may dedicate memorials.
2. *National Garden Clubs, Inc. (NGC) Blue and Gold Star Memorials and MGC Dedication Guidelines* shall be used for memorial dedications. Both documents are available at the MGC website.

3. Blue Star Highway memorials shall only be allowed at rest areas on the Michigan statutorily designated Blue Star Memorial Highway. Refer to Michigan's Memorial Highway Act 142 of 2001, as amended.
4. If a club is no longer able to be responsible for a memorial or if a memorial was originally dedicated by MGC or a District, the District Director shall find another club or third party to assume responsibility. If this effort fails, the memorial shall be tagged "abandoned."
5. The District Director shall notify the MGC Board of Directors of abandoned memorials along with the efforts exerted to find another club or third party to assume responsibility.
6. When a marker is abandoned and no longer in good condition, the District Director and the MGC Blue and Gold Star Chair shall provide a recommendation and associated costs to the MGC Board of Directors.
7. If a memorial is abandoned or if a third party assumes responsibility, oversight shall be the responsibility of the MGC Blue and Gold Star Chair.
8. When a memorial is no longer in good condition, the marker and/or garden may be removed, restored or replaced.
  - a. If a marker was dedicated by MGC, a recommendation to address the condition of the marker and associated costs will be brought to the MGC Board of Directors by the District Director of the district where the marker is located and MGC Blue and Gold Star Chair.
  - b. If a marker was dedicated by a District, a recommendation to address the condition of the marker and associated costs will be brought to the MGC Board of Directors by the District Director and MGC Blue and Gold Star Chair.
  - c. If a marker was dedicated by a member or nonmember club or is the responsibility of a third party and is no longer in good condition, the MGC Blue and Gold Star Chair shall notify the party of their options.
9. A complete Blue and Gold Star Memorial audit shall occur on a regular basis to ensure we remain respectful to our military and their families. The audit shall occur no less often than every ten years or upon the request of the MGC President. The MGC Blue and Gold Star Chair shall work directly with member clubs and third parties using the 2023-2025 documented process and reports.

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