

MGC Policies and Procedures

Organizational Structure

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Board of Directors

The overall framework of the MGC, Inc., Board of Directors is defined in the MGC, Inc., Bylaws

1. Board members are expected to attend all Board meetings called by the President. If unable to attend, a board member must notify the President, appropriate officer who has overall responsibility for the committee, and the Hospitality Chair.
2. Each Board member may purchase a nametag. For the elected and appointed officers their MGC Board of Director position will appear under their name. All other board members will have "State Board Member" appear under their name. Former MGC Presidents will have "Former MGC President" along with the years appear under their name.
3. Each board member is responsible for maintaining a permanent file of the activities for that position and passing it on to the next board member elected or appointed to that position.
4. Board members must get Board approval before giving MGC endorsements or releasing the MGC membership list.
5. Board members are expected to:

- a. Sign a Conflict-of-Interest Form
 - b. Sign a Photo Release Form
 - c. Adhere to all of the MGC Policies and Procedures
 - d. Attend the Annual Meeting held at the time of the Annual Conference.
6. Board members shall keep receipts of expenditures and include them when submitting an MGC Reimbursement Form to the Treasurer. Reimbursement from sales receipts alone is not allowed. The Treasurer will not reimburse board members for sales tax.
7. The President, and 1st Vice President will be reimbursed for travel that has been budgeted and approved for the current fiscal year. The rate for personal automobile usage will be the IRS business mileage rate in effect at the time of travel. An MGC Reimbursement form and supporting documentation will be submitted to the MGC Treasurer.
8. The District Directors will be reimbursed for travel to clubs and meetings within their district for purposes of conducting the business within the district. Up to four (4) meetings to work with a host club(s) to plan a single specific district event is considered reasonable. The rate used will be the IRS business mileage rate in effect at the time of travel. An MGC Reimbursement form and supporting documentation will be submitted to the MGC Treasurer.
9. All requests for reimbursement must be made by May 15 of the current fiscal year. Reimbursement requests submitted after year end (May 31) will not be reimbursed and will be considered a donation to MGC, Inc. General Fund.
10. A copy of the Michigan Sales Tax Exemption form and the Michigan Sales Tax Letter of Exemption may be obtained from the MGC Website (board member side) or the MGC Treasurer. The use of these exemptions is restricted to State Board members and Chairs for MGC, Inc. business purposes and sponsored events, e.g. schools, conferences and meetings.
11. In the event of the death of a current board member or their spouse, the Corresponding Secretary shall notify the board and arrange with the Treasurer for a memorial contribution of one hundred dollars (\$100.00) to the Loda Lake Fund, or other mission-related organization of the family's choice. (Approved by the MGC Board on September 5, 2024)
12. In the event of the death of a current or former president or their spouse, the Corresponding Secretary shall notify the board and arrange with the Treasurer for a memorial contribution of two hundred dollars (\$200.00) to the Loda Lake Fund, or other mission-related organization of the family's choice. (Approved by the MGC Board on September 5, 2024)

Executive Committee

The overall framework of the MGC Inc Executive Committee is defined in the MGC, Inc. Bylaws.

Districts

The MGC Districts are defined in the MGC, Inc. Bylaws.

1. Each district will have one District Director and one District Treasurer who is appointed by the District Director.
2. The District Director may appoint additional members of the district to perform various responsibilities to help them with running the district.
3. The district will hold one district-wide annual meeting at which the District Director will preside. The District Director may hold additional district wide meetings during the year for the purposes of leadership training, planning or any other purpose that supports the development of the district.
4. The District Director and the District Treasurer are responsible for maintaining the MGC District Reserve Account and along with the MGC Treasurer, are authorized to make deposits and request payments from the CPA, supported by the appropriate documentation. (Amended by the MGC Board of Directors, April 10, 2025)
5. The District Director and District Treasurer will follow the MGC Financial Policies and Procedures and Record Retention Policies (once approved).
6. The District Director will submit the names for the Nominating Committee representatives at the April Board Meeting of the odd numbered years.
7. A recognition award up to \$200 (Approved by the MGC Board of Directors on February 8, 2024) in value will be coordinated by the incoming District Director to be presented to the outgoing District Director at the end of his or her service. Funds for this award are to come from the District's reserve account.
8. Charitable Donations – See MGC Charitable Donations Policies and Procedures in the Financial category on the MGC Policies & Procedures Webpage (Member Resources/Administrative Area/MGC Policies & Procedures).
9. Plant America Grow and Share Small Grant Program for member clubs – See Member Services category on the MGC Policies & Procedures Webpage (Member Resources/Administrative Area/MGC Policies & Procedures).
10. District Reserve Funds Policy – See Finance category on the MGC Policies & Procedures Webpage (Member Resources/Administrative Area/MGC Policies & Procedures).

(#4 Amended, April 10, 2025 Board of Directors Meeting)

Advisory Council

The framework for the Advisory Council is established in the MGC, Inc. Bylaws.

1. The Council will provide advice to the MGC President on policy including recommendations when appropriate.
2. A minimum of two (2) Council members shall be responsible for discarding non-essential MGC, Inc. records.
3. The MGC President and Advisory Council Chair will meet a minimum of twice a year with members of the Advisory Council

MGC Committees

Standing Committee

1. Per the MGC Bylaws, the standing committees are Nominating, Scholarship and Finance. Those committee chairs are members of the MGC Board.
2. The President may establish additional standing committees per the bylaws. Any additional standing committees are approved by the Board.
3. The President appoints a committee chair for the committee. The committee chair is then a member of the Board and will work with the President to select members for the committee.

Ad-hoc Committees and Chairs

1. The President may charter an ad-hoc committee to address a specific task and appoint a committee chair.
2. The chair will work with the President to select members for the committee.
3. Upon completion of the task the committee is dissolved.

Nominating Committee

The framework for the Nominating Committee is established in the MGC, Inc. Bylaws. The following are the policies and procedures under which the committee will operate.

1. The immediate Past- President serves as the chair of the Nominating committee which consists of a Representative and Alternate appointed by the District Director. Note: See Point 6 under Districts.
2. The committee shall meet under the direction of the Nominating Chair in the even numbered years to develop the slate of officers for nomination.
3. The slate should be completed and presented to the Board of Directors for review at the winter meeting of the even numbered year. The Chair will inform the President-

Elect confidentially as progress is made. This will allow the President Elect to begin considering people for potential appointed board positions in a timely manner.

4. The final slate of officers is presented to the Board at the spring meeting of the election year for the board to recommend the slate of officers to member clubs in advance of the annual meeting.
5. It is recommended to rotate the Primary Leadership of MGC, Inc. around the State.
6. The meetings of the Committee are private. The discussions held are not to be shared with anyone other than the committee members (except as noted in item 3, above).
7. If more than one candidate presents for an MGC elected office position the chair will schedule interviews with the candidates. The candidate(s) will be interviewed by the Nominating Committee members to determine who is best qualified to meet the office requirements. After the interview, the Nominating Committee members will meet to discuss which candidate(s) will be the nominee(s). The Chair will notify candidates. (Approved by the MGC Board of Directors, February 6, 2025)

Finance Committee

The committee composition and general guidelines are defined in MGC Bylaws Section 16.7.7. The following are additional policies and procedures which the committee will follow.

1. The Finance Committee oversees all of the accounts under the MGC EIN including corporate, satellite and investments.
2. The Finance Committee is responsible for developing the MGC annual budget with input from the various officers.
3. The Finance Committee reviews and approves all proposed budgets and final financial reports for the state conference, schools, symposiums and district events. These proposed budgets will be submitted to the appropriate committee member (3rd VP, 1st VP, President) at least two weeks prior to the next scheduled Finance Committee meeting.
4. As part of the annual budgeting process the Finance Committee and MGC Scholarship Chair will determine the funds available for scholarships for the fiscal year by May 31.
5. Requests for additional funds or special projects not in the approved current fiscal year budget must be submitted in writing to the Finance Committee Chair for review by the Finance Committee. Effective date November 2017.

Annual Budgeting Process

1. In January, the Finance Chair will send a budgeting notice to the Executive Committee members outlining the budget due dates. If year to date totals are available these will be provided as well.

2. Each Executive Committee member will work with their respective areas to develop their budget recommendations for the following fiscal year.
3. Each MGC satellite account (District Director, Symposium/Tri-refresher/Councils) will work with their treasurers and their Executive Committee member to prepare their budget recommendations for the upcoming fiscal year.
4. The Finance Committee will schedule their budget development meeting and invite the members of the Executive Committee to the meeting to help with the development of the overall MGC budget.
5. The budget for the upcoming fiscal year will be presented to the Board for approval before the end of the current fiscal year.

Scholarship Committee (Revised September 5, 2024 at MGC Board of Director Meeting)

See Scholarship Policies and Procedures in MGC Financial Policies & Procedures.

Councils

1. The Chairs of the Michigan Association of Accredited Judges (MAAJ) and the Michigan Consultants Council (MCC) serve on the MGC, Inc. Board of Directors.
2. Each council shall hold an annual meeting with its President presiding.

Central Region Directorship

1. To be eligible for the Central Region Director position candidates must meet the NGC eligibility requirements.
2. A Central Region Director shall be elected from MGC upon notification from the 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 office. The election shall be held at the fall 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 dollars (\$200.00) shall be budgeted annually in a line item account for the use of the Michigan CR Director each year.
4. A donation to the NGC Permanent Home and Endowment Fund may be made in honor of the new MI CR Director.