

MGC Policies & Procedures

Member Services

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MGC Newsletter Thru the Garden Gate

1. *Thru the Garden Gate* is published four times a year.
2. Thru the Garden Gate will be sent electronically to all MGC Member club members who have provided an email address, the Central Region Director, and the NGC President and any other state or national persons the President or Editor specifies.
3. It will be sent electronically to Associate Organization Memberships.
4. Each issue of Thru the Garden Gate will be archived electronically on the MGC Website.

(Amended January 19, 2023)

MGC Website

1. The MGC Website is maintained and updated by the MGC Webmaster.
2. MGC cannot schedule meetings that are in conflict with NGC or CR meetings. Therefore, the scheduling of any MGC Schools, District Meetings or MGC Meetings

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(Board, Executive Committee etc.) must be approved in advance by the MGC President before being placed on the calendar.

3. Only dues-paying members' events are posted, as well as those of NGC and Central Region.

MGC Awards

1. The list of Awards and Application Rules is posted on the MGC website.
2. Participation in the awards is based on the Club's number of dues paying members and the club must be in good standing with dues paid by September 15th.
3. Awards that have a monetary amount attached to them must be identified with a list sent to the Treasurer at least four weeks prior to presentation. This allows the MGC Treasurer time to write the checks before the awards are presented
4. Sponsored awards such as the "Share the Harvest" Community Gardening Award of Merit, are funded by a specific individual or group. A letter of confirmation must be sent to the MGC Treasurer and the Awards Chair by June 1 of the awards year. The check to fund this award must be received by the MGC Treasurer by September 15.
5. 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 the Sponsor and the Treasurer to collect the award monies from the sponsor of said award.

MGC Life Achievement Award

1. The term MGC Life Achievement Award refers to a gift of appreciation that may be given by paying a tax-deductible fee of one hundred dollars and five dollars which includes a Life Achievement Award Pin (\$105.00). (Amended May 26, 2021 by the Board of Directors).
2. Life Achievement gifts are limited to MGC club members and do not constitute a class of membership within MGC.
3. This is an award of appreciation; no special privileges such as voting or exemption from dues payment is conferred upon the recipient. MGC Life Achievement Awards are intended to recognize the contributions of MGC club members and do not constitute a class of membership in MGC.

(as amended May 26, 2021 and April 11, 2024 by the Board of Directors)

Honorary Membership Achievement Award

1. An MGC Honorary Membership Achievement Award may be given to an individual by the MGC Board of Directors who is not or has not been a member of an MGC member club for outstanding service toward the advancement of the MGC mission.
2. This is an award of appreciation; no special privileges or exemption from dues payment is conferred upon the recipient.

MGC Club Anniversary Recognition Award

Effective fiscal year 2023-2024, MGC will provide a Club Anniversary Recognition Award to member clubs celebrating either their 50th or 100th year anniversaries, in the amount of \$50 for 50 years and \$100 for 100 years. (Approved by the Board of Directors February 8, 2024)

MGC General Tax Exemption Program (GTEP)

1. The Group Tax Exemption Program (GTEP) is the Nonprofit Incorporation program administered by MGC for qualifying member clubs. It was approved by the MGC Board of Directors on November 5, 2015.
2. The program is administered by the GTEP Chair appointed by the President and is a member of the Board and may serve on the Finance Committee at the request of the Finance Committee Chair.
3. For renewing member clubs, the renewal period is from June 1 to October 1. The forms to renew are found on the MGC website, member side, under the 501c3 section.
4. For member clubs interested in applying for inclusion in the MGC GTEP, the Intent to Join Form is due by July 15th and the GTEP Application Form along with the Affiliation Agreement and required documentation is due between June 1-October 1. These forms are found on the MGC website, member side, under the 501c3 section.

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5. The GTEP Handbook, containing the details of the program (and how to apply for membership) is also found on the MGC Website, member side under the 501c3 section.
6. The GTEP Committee consists of the GTEP Chair, the Finance Committee Chair and the MGC President or the President's Authorized Representative.
7. The Committee shall review and approve all documents used in the application or renewal process drafted by the GTEP Chair, with appropriate edits.
8. The Committee, after review and approval of the club's application by the GTE Chair, shall review the decision of the GTE Chair regarding each club's application or renewal and shall confirm all applications and renewals that comply with the requirements of the GTE Program.
9. The Committee shall approve all consensual terminations presented by the GTEP Chair. The Committee shall review and follow the procedure in the Affiliation Agreement for any terminations for cause.

Plant America Grow And Share Small Grant Program for Member Clubs

1. The Plant America Grow and Share Small Grant Program for member clubs was approved by the MGC Board of Directors on June 9, 2017.
2. The purpose of this program is to provide small grants of up to \$200 to member clubs to support specific club projects which align with the mission of Michigan Garden Club which is to "provide education, resources and networking opportunities for its members to promote love of gardening, floral design, landscape design and civic environmental responsibility".
3. Further, clubs may apply for and be awarded up to \$600 for installation of a Blue or Gold Star Memorial Marker. (Approved by the MGC Board of Directors, November 4, 2021, and Amended February 8, 2024).
4. In addition, clubs whose projects or programs have been severely damaged by some form of natural disaster may apply for and be awarded up to \$200 in support of repairs. (Approved by the MGC Board of Directors, April 10, 2025)
5. Grants are not designed to support annual operating expenses but may be used either to start a new project or provide supporting funds to contribute to the extension of an existing program which is aligned to MGC's mission. The forms (Club Grants Application and Club Grant Final Report) are found on the MGC Website under Member Resources.

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Grant Review and Award Process

1. The amount of funds budgeted for the MGC fiscal year by each district will determine the total amount of money available for funding small grants.
2. The club will submit the MGC Plant America Grow and Share Small Grant Application to their District Director, who will ensure that the application is completed appropriately.
3. Upon review and adjustments, if necessary, the District Director will forward the Application to the Grants Administrator and the First VP. All three will make a final determination.
4. The criteria to be used to evaluate each grant includes:
 - a. Available funds in the budget
 - b. Project purpose and impact
 - c. Sustainability of the project
 - d. Number of club members to be involved
 - e. Previous MGC grant awards to the club applying for the grant
 - f. Additional sources of funding requested by the applying club (provide documentation)
5. The Grants Administrator will notify the club of the decision.
6. The Grants Administrator will copy that notification to the District Director, District Treasurer, the MGC President, First VP, and Treasurer.
7. The Grants Administrator will email a completed Request for Payment form with a copy of the Award Notification Letter to the Seber Tans representative for payment processing.
8. Upon project completion, the club will complete and return the Club Grants Final Report Form to the Grants Administrator.

(as amended November 6, 2021 and February 8, 2024 by the Board of Directors)

MGC Commercial Liability Group Policy

1. The MGC Board of Directors at the September 6, 2018 Board meeting approved the establishment of a Commercial Liability Group Policy for all member clubs in good standing.

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2. The period of coverage runs from October 21st of the current fiscal year through the October 21st of the following fiscal year.
3. To be included in the coverage a member club must be good standing with dues received for the fiscal year by the beginning of the coverage period.
4. The policy along with a Certificate of Coverage is available on the MGC Website, member side under MGC Commercial Liability Group Policy.
5. When a club requests adds an additional insured party, the cost is \$25.00 for each added insured party and must be paid by the club. The club will contact the insurance company directly to make the arrangements to add the insured party and receive the certificate. The club will notify the Finance Chair that the request has been made.
6. Upon notification by the club, the Finance Chair will send an email reply indicating that a check, payable to MGC, must be sent to the Finance Chair. The email as well as the Certificate, will serve as documentation for the club's records. Failure to remit payment to MGC for the additional insured party could jeopardize the club's continued inclusion in the MGC General Liability Group Policy.
7. The Finance Chair will deposit the check into the MGC General Checking Account.
8. In early October the Finance Chair will submit a list of member clubs, by district, along with number of members of each club (duplicate memberships must be removed) to the insurance company. The list should also include any continuing additional insured parties (monthly club meeting venue).
9. The MGC Finance Chair and the MGC Treasurer will review the policy premium prior to payment. A club with a continuing additional insured party will be notified by the MGC Finance Chair to submit the \$25.00 payment for the new policy year.