

## **OPERATIONAL PROCEDURES**

### **ARTICLE I - MEMBERSHIP**

#### **Section 1. Membership**

Membership consists of those interested in fulfilling the purpose of the EGC and willing to participate in its projects and activities.

The EGC has three (3) classes of membership:

1. Active
2. Associate
3. Honorary

#### **Section 2. Active Membership**

Active Member requirements:

1. participates in EGC projects, activities, and programs,
2. assists in planting and attends scheduled maintenance in assigned garden,
3. serves as officer, chair, or is a member of at least one standing or special event committee,
4. works at special functions, i.e., Garden Walk and Greens Sale, etc.,
5. attends at least five (5) meetings per year, and
6. participates in the Big Sister program

Prospective Members may attend up to three (3) meetings. A person may apply for membership at any time and will become a member upon being mentored and paying dues.

#### **Section 3. Associate Membership**

An Active Member may become an Associate Member upon written request by June 1st to the 1st Vice President, Membership Chairperson, following five years of active membership. Associate memberships are for members who wish to contribute to the mission of the garden club, by regular meeting attendance, committee participation and annual payment of dues, but are unable to continue active participation. Associate members may hold an office.

Associate Memberships are also available to businesses i.e., florists, garden centers and plant societies.

#### **Section 4. Honorary Membership**

Honorary memberships are conferred, at the discretion of the executive board, upon members in good standing who have rendered outstanding service to the EGC. Honorary members are entitled (but not required) to all rights and privileges of the EGC and continue to pay active member dues.

### **ARTICLE II - OFFICERS**

**Section 1** - Elected officers are: President, First Vice President, Second Vice President, Recording Secretary, Treasurer, Corresponding Secretary and Three (3) Directors.

### **ARTICLE III - ELECTIONS**

**Section 1.** Any member of the Nomination Committee cannot be a member of the executive board.

**Section 2.** No officer can hold office longer than 2 two-year terms in succession.

**Section 3.** The Nominating Committee shall present a list of candidates whose names shall be read at the March Meeting. Further nominations from the floor shall be in order with the consent of the nominee.

**Section 4.** If there is more than one candidate for the same office, election shall be held by ballot and a majority shall elect. If there is only one candidate for each office, elections can be by voice vote. Elections occur in April, with the term beginning in June.

**Section 5.** The President, 2nd Vice President, the Treasurer and one (1) Director will be nominated and voted into office in odd years. The 1st Vice President, Recording Secretary, Corresponding Secretary and two (2) Directors will be nominated and voted into office in even years.

### **ARTICLE IV - EXECUTIVE BOARD**

**Section 1.** The Executive Board is comprised of all elected and appointed officers and three (3) directors.

**Section 2.** Public Act 222 of 2008, effective July 16, 2008, amending the State of Michigan Nonprofit Corporation Act, Section 505, requires the board of directors of a nonprofit corporation to have at least three directors.

**Section 3.** The majority of the Executive Board shall constitute a quorum.

**Section 4.** The Executive Board transacts the general business of the club, considers all questions of policy and presents recommendations to the club for approval.

**Section 5.** The Executive Board will determine Life Membership (Honorary) status.

**Section 6.** Officers will mentor the year following their term.

**Section 7.** All Contracts (including financial transactions in excess of \$50 that does not appear in the approved budget, must be voted on by the membership.

#### **ARTICLE V - MEETINGS**

**Section 1.** The EGC holds 12 meetings per year, June through May. These meetings will be on the second Wednesday of each month.

**Section 2.** Special meetings may be called by the President or Executive Board.

**Section 3.** The Nominating Committee shall present a slate of candidates whose names shall be read at the March meeting. Elections will take place at the April meeting.

**Section 4.** The newly installed officers assume their duties at the beginning of the fiscal year following their election (June).

**Section 5.** The Executive Board must meet a minimum of four (4) times per year, with dates and locations to be selected at the discretion of the President.

#### **ARTICLE VI - VOTING RIGHTS**

**Section 1.** All members are eligible to vote.

#### **ARTICLE VII - QUORUM**

**Section 1.** Two-thirds (2/3) of the members present at any regular, special or annual meeting shall constitute a quorum for the transaction of business.

**Section 2.** A majority of the Executive Board shall constitute a quorum.

#### **ARTICLE VIII - AMENDMENTS**

**Section 1.** An amendment to, or revision of, the bylaws or operational procedures may be proposed at any regular meeting and presented to the Executive Board in writing for review.

**Section 2.** The Bylaws Committee will prepare the proposed amendment or revision.

**Section 3.** Each member will receive a written copy of the amendment or revision via email/mail or at the regular meeting one month prior to when the voting is to take place.

**Section 4.** A majority vote of members present is required to approve an amendment or revision.

#### **ARTICLE IX - 501(c) (3) NON-PROFIT TAX STRUCTURE**

**Section 1.** The EGC is organized exclusively for charitable, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Section 2.** No part of the net earnings of the EGC shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the EGC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Mission Statement, Section I. No substantial part of the activities of the EGC shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the EGC shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the EGC shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Section 3.** Upon dissolution of the EGC, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by any court of competent jurisdiction in the county in which the principal office of the Club is then located, exclusively for organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

#### **ARTICLE X - DUES**

**Section 1.** The fiscal year is from June 1 through May 31.

**Section 2.** The annual dues of Active, Life and Associate Members shall be \$15 payable by May 1 to the Membership Chair. New members shall pay \$25, first year, then \$15.00, thereafter.

**Section 3.** New members joining after December 1 shall pay one-half (1/2) of the annual dues for the first year.

**Section 4.** Every member who has not paid the next year's dues by May 1 will be notified by the Membership Chairperson. If such dues are not paid by May 31, the member forfeits all rights to membership and their name will be removed from the membership roster.

## **ARTICLE XI - OFFICERS OF THE EXECUTIVE BOARD**

### **Section 1. President**

1. presides at all meetings of EGC and the Executive Board,
2. administers the activities of the EGC in keeping with the objectives of the MGC and the NGC,
3. makes prompt reports to the District V Director and invites the Director to meetings of the EGC,
4. serves as an ex-officio member of all committees except the Nominating Committee,
5. appoints three (3) auditors in March for the annual audit of the Treasurer's accounts,
6. signs checks in the absence of the Treasurer,
7. serves as delegate to the annual meeting of the MGC and also to the annual spring and fall meetings of District V of MGC, with expenses reimbursed as outlined in Article XXI,
8. encourages attendance at the MGC functions by members of the EGC,
9. appoints an alternate, if necessary, to attend District V Meetings or the MGC annual meeting,
10. organizes committees, calls or appoints chairpersons and committee members, as necessary,
11. serves as a member of the Yearbook Committee,
12. assigns a Big Sister to incoming members,
13. may approve committee(s) expenditures up to \$25 without board approval,
14. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer,
15. sends name, address, telephone number and email address of incoming president to the District V Director, MGC Database Manager, and the Circulation Department of the National Gardener Magazine, and
16. acts as custodian of all records pertaining to the office.

### **Section 2. First Vice President (Membership Chairperson)**

1. performs the duties of the office of President in the absence of the President,
2. records the monthly attendance,
3. distributes yearbooks to all members,
4. contacts a member absent from 4 or 5 Meetings and reminds them of the active member requirements stated in Article I, Section (2) Bullet 5,
5. is responsible for the collection of yearly dues, beginning April 1 through May 31,

6. forwards dues to Treasurer for deposit by May 31 with complete number of paid members,
7. reminds unpaid members by May 15th, that they will be automatically dropped from the membership if remaining unpaid on May 31, and
8. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer.

### **New Membership**

1. introduces guests/new members at regular Meetings,
2. enrolls individuals interested in joining the EGC,
3. provides new member information form, and, upon completion, provides welcome folder with yearbook and collects dues,
4. assembles Mentor Group (See "Special Committee - Mentoring"),
5. informs President of member's information for next Newsletter and for email announcements,
6. has temporary and orders permanent nametags,
7. keeps extra up-to-date yearbooks for those joining the EGC with changes written in as they occur, and
8. submits a report at the end of the fiscal year including the total number of members (active, associate & life (Honorary), new members mentored, list of who did not rejoin, those who rejoined, costs, etc.

### **Section 3. Second Vice President (Program/Trips Chairperson)**

1. performs the duties of the office of President in the absence of the President and First Vice President,
2. contacts program sources and obtains written verification of date, fee, and details for each program,
3. prepares programs quarterly,
4. contacts speaker two weeks before scheduled program date to confirm program arrangements, equipment requested, assistance needed to unload/load, and time speaker will arrive,
5. mails a map and directions to the speaker in advance with the telephone number of the meeting place, and name and telephone number of the EGC contact person,
6. is on hand when the speaker arrives to welcome him/her, assist with materials, familiarize with the facility and get acquainted,
7. begins the program on time and for the length of time previously arranged, introduces and thanks the speaker at the meeting,
8. requests check in advance from the Treasurer for payment of applicable program fees, or as a token gift,
9. sends a handwritten note of appreciation, and
10. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer.

#### Section 4. Recording Secretary

1. keeps minutes of all meetings of the EGC,
2. presents the written minutes of the previous meeting through email to each member or by copy at each regular meeting of EGC,
3. italicizes and underlines all motions that are passed,
4. records the number of members/guests in attendance at meetings from membership attendance sheet, provided by 1<sup>st</sup> VP - Membership Chair,
5. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer, and
6. acts as custodian of all records pertaining to the office.

#### Section 5. Treasurer

1. keeps an itemized account of all receipts and disbursements,
2. deposits all money belonging to the EGC in the name of Edelweiss Garden Club in a financial institution approved by the Executive Board,
3. when new member dues are received, immediately sends state portion to the MGC, including the new member's name, address, phone, and email address for addition to the state newsletter email list,
4. presents a written treasurer's report at each regular meeting of the EGC,
5. presents an annual financial report of the fiscal year at the Annual Meeting (September), including categories and budget breakdown,
6. makes copies of all treasurers' reports for the President's files,
7. closes books at the end of the fiscal year (May 31),
8. presents a written report for the previous fiscal year (ending May 31) for audit at the fall meeting of the ensuing year (September),
9. send annual membership dues and an updated EGC roster to MGC, no later than September 1 of each year,
10. prepares the budget for the Board using committee forecasts by the first fiscal quarter board meeting,
11. presents checks to the plant chairs for the money budgeted to each garden, accompanied by a "Garden Expense Report" which will be returned to the Treasurer no later than the October meeting,
12. prepares garden report for board review that consists of a list of receipts, expenses and monies not spent,
13. handles all Internal Revenue Service and State of Michigan documents, and complies with yearly filings, retaining all copies in files,
14. maintains a current roster of paid members and provides a copy for the Yearbook,

15. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted for approval to and checks are signed by another authorized signer on the checking account, and
16. acts as custodian of all records pertaining to this office.

#### Section 6. Corresponding Secretary

1. performs the duties in absence of the Recording Secretary,
2. sends cards to members for illness, surgery, sympathy, etc.,
3. reminds members through the newsletter and meetings about members in need,
4. sends all required email notices to members,
5. pairs E-mail buddies to those individuals who do not have computer access,
6. follows up with E-mail buddies annually to check on communication,
7. copies newsletters and applicable notifications and mails or distributes at monthly meeting to those without computer access,
8. contacts, purchases and places a book in the Otsego County Library upon the death of a member, or former member as approved by the Executive Board,
9. submits a report at the end of the year including number of cards sent, costs, etc.,
10. maintains and disperses EGC stationary,
11. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer, and
12. sends thank you letters and correspondence as necessary.

#### Section 7. Directors (3)

1. advises, governs, oversees policy and direction, and assists with the leadership and general promotion of EGC to support the organization's mission and needs. Oversees the application of Robert Rules of Order - Newly Revised,
2. attends and participates in Board Meetings on a regular basis,
3. remains alert to community concerns that can be addressed by the EGC mission, objectives and programs,
4. provides oversight of policies and procedures according to the Bylaws and Operational Procedures, State of Michigan Incorporation Non-Profit Law, and 501 (c)(3) Internal Revenue Service code,
5. communicates and promotes EGC missions and programs to the community,
6. becomes familiar with EGC finances, budget, fundraising and financial/resource needs, and
7. provides oversight of program planning.

**Section 8.** All officers and directors, upon retiring from office, shall deliver to their successors no later than the May meeting all money, accounts, record books, papers, or other property belonging to the EGC.

**ARTICLE XII- DUTIES OF THE EXECUTIVE BOARD**

**Section 1.** The Executive Board, consisting of the officers listed under Article II, has power to:

1. transact urgent business between meetings of the EGC,
2. change the day of meetings,
3. call special meetings of the EGC,
4. approve the financial institution in which money belonging to the EGC is to be deposited,
5. decide what standing and special committees are needed,
6. determine amount of annual dues for subsequent membership vote,
7. recommend members for Life Memberships (Honorary),
8. obtain committee forecasts for use by Treasurer in establishing the annual budget of the EGC,
9. recommend approval by the membership of proposed budget,
10. recommend approval of general EGC business for the good of the membership, and
11. fill an office vacancy for the unexpired term.

**Section 2.** For purposes of voting, the majority of the Board will constitute a quorum.

**ARTICLE XIII - DUTIES OF STANDING COMMITTEES OF THE BOARD**

**Section 1.** The term of office for all members of standing committees is one (1) year, with mentoring the following year.

**Section 2.** The chair of each standing committee will report activities, as requested, to the membership at regular meetings of the EGC.

**Section 3.** The chair of each standing committee, upon retiring from the committee, must deliver all records and other property to their successor.

**Section 4.** The chair of each standing committee will submit a report for the President and the committee files annually by May 31.

**Section 5.** Bylaws and Operational Procedures Committee - The Bylaws and Operational Procedures Committee consists of two members, studies the By-Laws and Operational Procedures as directed by the Executive Board and recommends amendments and changes as deemed advisable by the EGC.

**Section 6.** Historian/Photographer

1. attends EGC functions/activities to take photos, including monthly meetings, special events i.e. Garden

Walk, membership luncheon, greens workshop and pick up day, district meetings, conventions, Habitat for Humanity, etc.,

2. keeps a scrapbook containing all news articles, pictures, brochures, each year's Yearbook, awards, etc.,
3. brings the current year scrapbook to the monthly meeting occasionally,
4. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer, and
5. submits a report at the end of the year outlining the pictures taken, expenses, etc.

**Section 7.** Membership Chair

1. maintains attendance roster and information table at each meeting,
2. greets new members and guests and provide name tags, and introduces them at meetings,
3. provides new members with a yearbook containing the By-Laws and Operational Procedures, program calendar and membership list,
4. delivers dues to Treasurer with name, address, phone number and email,
5. sends new member information to Yearbook Committee,
6. sends invitations and applications to prospective members,
7. collects dues from all members and submits to Treasurer for deposit,
8. maintains file of membership applications,
9. assists the Treasurer in keeping a current membership list of names, addresses, phone numbers and email addresses,
10. informs Treasurer, Newsletter Chair, Yearbook Chair, Corresponding Secretary and all members of changes,
11. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer, and
12. solicits membership participation in all committees.

**Section 8.** Publicity Chairperson

1. keeps the public informed of activities of the EGC, including, but not limited to
  - a. Alpenfest publication (works with Garden Walk Publicity Chair)
  - b. Pure Michigan ([www.michiganfun.com](http://www.michiganfun.com) - Michigan Festivals & Events Association)
  - c. Radio 101.5 (press release / requests air time)
  - d. Gaylord Herald Times (2 weeks prior)
  - e. Weekly choice
  - f. Gaylord Chamber of Commerce ([www.gaylordchamber.com](http://www.gaylordchamber.com) - community calendar)
  - g. EGC Web Page Editor

- h. Northern Christian Radio Website - 3 stations (www.ncradio.org) community announcements are taken from this)
  - i. Channel 9 & 10 Website (9and10classifieds.com)
  - j. Channel 29 & 8 and Channel 7 & 4 Website (www.upnorthlive.com)
  - k. Record Eagle (www.record-eagle.com/calendar/events)
  - l. Traverse Magazine (requires 3 month lead - www.mynorth.com)
  - m. Northern Express (www.expressdog.com - runs for one month)
  - n. Gaylord Life magazine (Amanda.Mahnke@hibu.com - 1<sup>st</sup> of month 2 months prior to event)
  - o. Otsego Lake Association Newsletter (Jane Mead is contact)
  - p. Master Gardener News (Cynthia Hilling is contact)
  - q. Michaywe email blast (gm@michaywe.com)
  - r. Interlochen Almanac (almanac@interlochen.org)
  - s. posters and fliers - done by Event Committee
  - t. mBank electric sign
- 2. gives copies of newspaper articles, fliers, etc. to the Historian Committee for the scrapbook,
  - 3. receives event information 8-12 weeks prior to an event from each Event Chairperson,
  - 4. submits publicity information at meetings and written report at the end of the year on committees helped, expenditures, etc., and
  - 5. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer.

#### **Section 9. Yearbook Committee**

- 1. follows guidelines in the awards issues of MGC, Inc. newsletter (Jan/Feb),
- 2. obtains current member information from Membership Chair,
- 3. keeps a current yearbook of changes and corrections,
- 4. obtains planned program information from the Second Vice President,
- 5. obtains list of standing and special committee members for ensuing year from the sign-up sheets,
- 6. obtains list of monthly greeters for the ensuing year from the Second Vice President,
- 7. edits yearbook for accuracy, with current officers, committees, important dates, including, District V, MGC, and NGC, activity dates and future MGC - sponsored schools,
- 8. proof-reads for accuracy,
- 9. meets with printer, provide design and layout; review printer's proof for accuracy, arrange for printing in early April,

- 10. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer, and
- 11. distributes, as follows
  - a. 1 per member to Membership Chair
  - b. 1 retained by Yearbook Chair (corrections)
  - c. 1 for President's file
  - d. 1 to MGC President
  - e. 1 to District V Director
  - f. 3 to MGC Awards Chair for competition
  - g. 6 extra copies to Membership Chair for new members.

#### **ARTICLE XIV - NOMINATING COMMITTEE**

**Section 1.** The committee consists of three members who meet two months prior to the March meeting to begin selecting a slate of officers for the ensuing program year.

**Section 2.** The committee prepares the slate of nominees to be elected, and secures the consent of all members whose names who are to be presented as nominees.

**Section 3.** The committee presents the slate of nominees for the ensuing year to the membership for approval at the March meeting, with election occurring in April, and term beginning in June.

#### **ARTICLE XV - AUDIT COMMITTEE**

**Section 1.** The President will call for three (3) Auditors at the April Meeting to examine the books and the annual report of the Treasurer at the end of the fiscal year (May 31). The Treasurer will report on the auditor's findings to the membership at the September meeting.

#### **ARTICLE XVI - DUTIES OF SPECIAL COMMITTEES**

##### **Section 1.** Special Committees

- 1. The President appoints chairs for each special committee.
- 2. The committee chairs are responsible for working with the Publicity Chair to obtain event publicity as required.
- 3. If expenses are incurred, the chairs and their committees will endeavor to raise funds to offset expenses.
- 4. Upon completion or by the end of year, (April meeting), all special committees will complete a written report and submit for the President's files.

## Section 2. Awards & Books of Evidence Committee

1. advises committee chairs on procedures for developing and submitting Yearbooks, Newsletters, and Books of Evidence for MGC awards,
2. completes and submits document for annual Club of Distinction award,
3. asks committee chairs to save information, take pictures of before, during and after event if pertinent,
4. gathers information for award applications in timely manner so Book of Evidence is submitted before due date(s),
5. informs yearbook committee of any awards received so they can be listed in the yearbook,
6. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer, and
7. submits report at the end of the year listing awards sent and attained.

## Section 3. Christmas Luncheon Committee

1. arranges for the location to hold the luncheon, selects menu, determines cost and establishes the time frame in which the luncheon is to be held, as well as securing a contract from the vendor,
2. informs the members two (2) months in advance for reservations and payment deadline,
3. maintains a written list of attendees and payments, and turns in money to the Treasurer,
4. collects a check from the Treasurer payable to the establishment the day of the luncheon based on the contract and number of lunches served,
5. determines if decorations are necessary, or if those provided by the establishment will be enough,
6. may spend up to \$150, however individual favors are not paid by the EGC,
7. receives reimbursement above \$150, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer,
8. arranges for "entertainment", i.e., speaker, gift exchange, ornament exchange, charity donation, etc.,
  - a. speakers should be limited to 30-45 minutes, and
  - b. determine if any special equipment is needed
9. confirms final details with the establishment prior to the date, i.e., a reception or gift table, anything a speaker may need, time for lunch to be served, etc.,
10. arrives early the day of the luncheon to bring any needed items and to correct any problems,
11. arranges with the Membership Chairperson to have temporary name tags available,
12. sends a Thank You note to the establishment and speaker or asks the Corresponding Secretary to send one within a week of the event, and

13. reports at the next meeting and then, with a written report by the February meeting, information including the number of members attending, expenses, etc.

## Section 4. Garden Walk Committee

1. decides on the date, time and theme of the garden walk,
2. keeps members informed via newsletter and reports at monthly meetings,
3. selects five (5) or six (6) gardens before September the year before, to allow for a preview of the garden and to allow the home owner to complete work on the garden,
4. determines price and locations for ticket sales,
5. determines number for each member to sell,
6. meets with sub-committees,
  - a. Tickets Committee (5 members)
    - i. designs tickets and maps to gardens,
    - ii. distributes tickets to members, and informs them of deadlines for selling/buying them,
    - iii. collects money from members,
    - iv. distributes tickets to businesses to sell (Family Fare, Saturn Bookstore, GACA center, Sportsplex, etc.),
    - v. determines if business will use sandwich board to announce ticket availability,
    - vi. completes ticket receipt for each business to track sales, and
    - vii. collects ticket sales money from businesses every 2-3 days.
  - b. Publicity Committee (5 members)
    - i. in January, pays \$25 for listing in Alpenfest program to Chamber of Commerce,
    - ii. advertises in all available media,
    - iii. takes pictures of all gardens for posters, etc.,
    - iv. makes posters and distributes, and
    - v. collects posters after event and saves for use the following year.
  - c. Hostess Committee (5 members)
    - i. assigns one EGC member as contact for each garden homeowner,
    - ii. introduces member to homeowner,
    - iii. determines gift for each homeowner,
    - iv. purchases guest books for each homeowner,
    - v. arranges for table/chairs at each home,
    - vi. places flower signs in front of each home,
    - vii. facilitates sign up for all EGC members to work on the day of the walk (shifts 1-4pm and 4-7pm)
    - viii. prepares packet for day of walk with change from Treasurer for ticket sales,
    - ix. prepares name tags for homeowners for pre-walk and day of garden walk,

- x. places and removes directional signs, and
- xi. purchases water for each home, keeping receipt for reimbursement from Treasurer.
- d. Art Committee (1 member)
  - i. works with GACA as necessary to find artists to paint at each home,
  - ii. organizes artists at each garden, making decisions about best location,
  - iii. invites artists to pre-walk, and
  - iv. introduces artist to homeowner.
- 7. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer,
- 8. sends invitation to the homeowners to attend the pre-walk so all garden walk homeowners can view all gardens,
- 9. sends thank you notes to all homeowners within a week after the walk,
- 10. reports at meeting and files a written report on attendance, profit, expenses, etc. within one month of completion of the walk, and
- 11. completes information in the ongoing Garden Walk file, keeping track of houses used.

#### Section 5. Greens Sale Committee

- 1. schedules location for pickup day the Saturday before Thanksgiving,
- 2. schedules Greens Sale workshop for completion of bows and pine cone wiring the 2nd Wednesday of November,
- 3. conducts or attends a June committee meeting to assign duties,
- 4. reviews order from previous year to decide on items to preorder,
- 5. contacts supplier in September for pre-order and to determine date to confirm the final order,
- 6. determines order cutoff dates,
- 7. orders wire, and ribbon in early October,
- 8. reviews order form for correct information, including "checks payable to", form mailing address, and all dates,
- 9. prepares and prints order form,
- 10. distributes to the following by October 1st:
  - 1. names on mailing list of previous year(s), and
  - 2. to mail with the September newsletter for EGC members to distribute to relatives, friends and neighbors.
- 11. contacts Publicity Committee if needed,
- 12. asks President to remind members to collect and bake pine cones in the June and September newsletters,
- 13. asks Yearbook committee to place directions for baking pinecones and applicable dates in yearbook,
- 14. contacts the Historian/Photographer to take pictures at the workshop and at pick up day for the EGC scrapbook,

- 15. determines who will receive "gratis" wreaths,
- 16. gives checks for order to the Treasurer and requests a check for the order for pick up day,
- 17. receives reimbursement, if supplies beyond wires and ribbon are approved by the Board before purchasing and bills are submitted to the Treasurer,
- 18. signs up members for time to work on day of pick up,
- 19. asks members to bring card tables and chairs as needed,
- 20. cleans place of sale before leaving,
- 21. prepares report for the December meeting and submits a written report at fiscal year-end, including number of items sold, profit, expenses, etc., and
- 22. gives comments and suggestions to next year's Chairperson.

#### Section 6. Habitat for Humanity Committee

- 1. contacts HfH to find location and the details of the homes being built,
- 2. as a home is finished, works with HfH Director to find out if landscaping packages are available or other landscaping grants are available that year,
- 3. two (2) members discuss with homeowner what their wishes are before they move in or after depending on the time of year,
- 4. solicits volunteers to work on one (1) area only and report findings to the full Committee,
- 5. report findings to the EGC to determine appropriate funding,
- 6. solicits members and businesses for plants, soil, fertilizer, gently used tools, gloves, stepping stones, etc. for the homeowner to help care for their garden,
- 7. contacts homeowner to set up planting date so they will be there to help,
- 8. explains to homeowner how to care for garden,
- 9. checks with homeowner a few times on the progress and answers any gardening questions,
- 10. with homeowner's permission, contacts Historian/Photographer to take pictures of the area,
- 11. asks the Publicity committee to write an article or to contact the newspaper to interview the homeowner,
- 12. takes pictures before, during and after planting to be given to the Awards committee,
- 13. prepares report upon project completion for monthly meeting and written report at the end of the year to the President including purchases, expenses, etc.,
- 14. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer, and,
- 15. passes comments and suggestions to the Chairperson for the following year.



#### **Section 7.** Hospitality Committee (Greeters)

1. arrives for meetings 15 minutes early,
2. greets members and guests to make them feel welcome,
3. introduces guests to Membership Chairperson to obtain a temporary name tag,
4. greets speakers and assists Program Chairperson in finding help with materials needed for the presentation,

#### **Section 8.** Library Display Committee

1. contacts the Otsego County Librarian to secure the showcase for the month of June for EGC display for National Garden Week,
2. decides theme and materials needed, contacting members as needed for materials,
3. receives reimbursement, if supplies are approved by the Board before purchasing and bills/receipts are submitted to the Treasurer, and
4. contacts the Historian/Photographer to take pictures for the EGC scrapbook.

#### **Section 9.** Membership Luncheon Committee

1. arranges for the location to hold the luncheon, selects the menu, determines cost, and establishes the time frame in which the luncheon is to be held,
2. secures contract from vendor,
3. talks to the Publicity Committee 8 weeks in advance for advertisement to the public,
4. informs the members two (2) months in advance for reservations and payment deadline and asks them for names of any non-member invitees,
5. maintains a written list of attendees and payments, and turns in money to the Treasurer,
6. collects a check from the Treasurer payable to the establishment the day of the luncheon based on the contract and number of lunches served,
7. determines if decorations are necessary, or if those provided by the establishment will be enough,
8. may spend up to \$150, however individual favors are not paid by the EGC,
9. receives reimbursement above \$150, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer,
10. arranges for "entertainment", i.e., speaker, gift exchange, ornament exchange, charity donation, etc.,
  - a. speakers should be limited to 30-45 minutes
  - b. determine if any special equipment is needed
11. confirms final details with the establishment prior to the date, i.e., a reception or gift table, anything a speaker may need, time for lunch to be served, etc.,
12. arrives early the day of the luncheon to bring any needed items and to correct any problems,

13. arranges with the Membership Chairperson to have temporary name tags, New Member Information Forms, pencils, and current yearbook available,
14. arranges to have current scrapbook available and schedules a hostess to help guests,
15. sends a Thank You note to the establishment and speaker or asks the Corresponding Secretary to send one within a week of the event, and
16. reports at the next meeting and with a written report by the July meeting, including the number of members attending, new members signed up, expenses, etc.

#### **Section 10.** Mentoring ("Big Sister") Committee

1. reviews yearbook with new applicant page by page,
2. discusses dues/benefits of being members of MGC/NGC,
3. introduces applicant to officers & members,
4. assigns committee position and garden,
5. follows up with new member for three months to answer questions, make other Member introductions and make feel welcome at meetings and functions,

#### **Section 11.** Plant Exchange Committee (Spring and Fall)

1. communicates with Farmer's Market manager on the prospective Saturday dates in June and September from 8:30 a.m. until 11 am,
2. solicits members for plants marked with name, sun preference, any special growing instructions, etc.,
3. works with Publicity Committee to publicize the event,
4. schedules members for set up and clean up,
5. arranges for necessary tables, banners, tent, & plant identification books,
6. distributes flyers and posters for advertisement of the exchange a couple of weeks before the event,
7. places sign and donation box on a table advertising EGC accepts money donations in lieu of exchanging plants,
8. gives any donations to the Treasurer, and
9. reports at the next meeting listing the turnout, variety of plants, amount of donations if any and submits a written report by the end of the year.

#### **Section 12.** Planting/Maintenance Committee Chairperson

1. schedules and presides over the fall and spring meetings for Garden Area Chairpersons,
2. contacts the Publicity Chairperson for planting day events, if any,
3. selects planting day as close to June 1<sup>st</sup> as possible due to the frost exposure and notifies Yearbook Committee,
4. plans for any refreshments or social activities on planting day,
5. schedules members for planting day set-up and clean-up,
6. contacts Newsletter Committee and announces planting at meetings,

7. works with Treasurer to ensure that plant chairs each receive a check for the money budgeted to each garden, accompanied by a "Garden Expense Report", and
8. works with plant chairs to ensure that Garden Expense Report is returned to the Treasurer no later than the October meeting. Report consists of a list of receipts, expense report and monies not spent.

**Section 13.** Planting/Maintenance Committee (Garden Area Chairpersons)

1. attends fall and spring meetings with Planting Maintenance Committee Chairperson,
2. determines what plants to put in garden(s),
3. works with garden committee to prepare bed for planting before the planting day,
4. acquires plants,
5. instructs/demonstrates to committee members how to plant, loosen bound roots, water, determine distance apart, deadhead and weed,
6. schedules and assigns maintenance dates for the year and oversees that the required maintenance is completed,
7. communicates with members that if they are unable to fulfill their maintenance duty for a specific date, they MUST get a replacement,
8. asks each member to call or email condition of the garden plants, weeds, etc. on the day they did the maintenance to the next member on the schedule,
9. informs members when clean-up will be if it is different than the Yearbook,
10. takes pictures for reference for new garden designs and plans and make notes in fall for following year,
11. informs any new planting chair of possible changes for next year,
12. reports to Planting/Maintenance Committee Chairperson as needed,
13. receives budgeted amount to purchase flowers and supplies, and
14. returns Garden Expense Report to Planting/Maintenance Committee Chairperson, along with receipts and any money not spent, no later than the October meeting.

**Section 14.** Scholarships Committee

1. contacts schools in early spring to coordinate application deadline to students,
2. communicates the schools for contact person, (Gaylord, St. Mary's, Vanderbilt and Johannesburg-Lewiston),
3. prior to distribution, reviews applications and qualifications and updates as necessary, including the date to be returned (determined by the counselors for scholarship presentations) and an address for mailing,

4. contacts the Publicity Committee to distribute solicitation or announcement materials for those home schooled or any college level students, if applicable,
5. maintains case histories and runner up candidates in the event of a change in the selected candidate's ability to attend a higher learning institution, and
6. arranges with the Treasurer and the student for direct payment to the college, including any information which would violate the agreement,

**Section 15.** View My Garden Committee

1. schedules gardens to be viewed,
2. prints the schedules with exact directions to homes and distributes schedule via email/mail,
3. reminds members to bring their lunch, drink and chair,
4. communicates any last minute changes through the President or Corresponding Secretary via group email,
5. sends thank you notes to participating members within a week of viewing their garden,
6. receives reimbursement, if supplies are approved by the Board before purchasing and bills are submitted to the Treasurer, and,
7. submits written report at the end of the year including number of gardens visited, suggestions, expenses, etc.

**ARTICLE XVII - ORDER OF BUSINESS**

**Section 1.** Order of business for regular meetings:

1. Program
2. Welcome and call to order
3. Minutes of the previous meeting
4. Reports of the officers
5. Reading of Treasurer's report (audit when completed)
6. Report of Executive Board (April meeting only)
7. Report of Standing Committees (Slate of Officers - March Meeting only)
8. Report of Special Committees
9. Special Orders
10. Unfinished Business/General Orders (Elections - April)
11. New Business
12. Announcements
13. Adjournment

**Section 2.** The order of business may be transposed for any meeting by the President.

**Section 3.** The annual report of the Treasurer will be presented at the September meeting.

**Section 4.** The audit report will be presented at the regular meeting following the audit.

**Section 5.** Any part of the order of business may be omitted at any regular meeting by a simple majority of members present.

#### **ARTICLE XVIII - FISCAL YEAR**

**Section 1.** The fiscal year of the EGC is from the first day of June of each year through the last day of May of the following year.

#### **ARTICLE XIX - PARLIAMENTARY PROCEDURE**

**Section 1.** The rules of parliamentary procedure according to The Roberts Rules of Order, Newly Revised, shall govern the proceedings of the EGC subject to special rules which have been or may be adopted.

#### **ARTICLE XX - BASIC RULES**

**Section 1.** The EGC is organized exclusively for charitable, educational or scientific purposes, as defined in Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding section of any future federal tax code.

**Section 2.** The EGC will not carry on any activities not permitted to be carried on by an organization exempt under Section 501(c)(3).

**Section 3.** The EGC shall be non-commercial, non-sectarian and non-partisan. The name of this organization or any of its officers, in their official capacities, shall not be used for any partisan interest or for any purpose not appropriately related to the promotion of the mission of the organization.

#### **ARTICLE XXI - STATE AND DISTRICT MEETING REIMBURSEMENT**

**Section 1.** The President or alternate will serve as the state representative at the annual meeting of the MGC. Five (5) Board/Regular Members will serve as representatives at the District V meeting. Registration fees and the fuel cost of one vehicle will be reimbursed, to a maximum in accordance with the current budgeted amount.

#### **ARTICLE XXII - DISSOLUTION**

Section 922 of the new requirements for regulating Michigan Nonprofit Corporations requires a "charitable purpose corporation" to provide notice of the dissolution to the Attorney General within 60 days of an automatic dissolution under section 922. A nonprofit corporation is automatically dissolved under section 922 if it fails to file the annual report or pay the annual fee within the two years of the due date of the report. The dissolved charitable purpose corporation is required to obtain written approval from the Attorney General before disposing of any of its assets.

Upon dissolution of EGC, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code, or shall be distributed to the Federal government, or to a state or local government for a public purpose.

Any assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.