

**THE GARDENERS OF AMERICA
MEN'S GARDEN CLUBS OF AMERICA
OPERATING POLICIES – HEADQUARTERS**

Revised: 3/4/2010

HEADQUARTERS:

The TGOA/MGCA office is located about one-half mile north of Interstate 35-80 in Johnston, IA. Johnston is the site of Pioneer Hi-Bred International (a DuPont Company,) Iowa Public Television, Childserve, Camp Dodge, and just south of one of Iowa's largest water recreation centers, Saylorville Lake.

OFFICE HOURS:

7:00 a.m. – 5:30 p.m. (please leave a message if no one answers and your call will be returned promptly)

Work schedules and vacations for personnel are determined by the treasurer. Salary determined by experience and job description.

STAFF:

Administrative Assistant: Communications with public and members, TGOA documents, TGOA directories, conventions and board of director meetings, newsletter editor and cross-trained as membership manager/bookkeeper.

Membership Manager/Bookkeeper: Financial records, duplicating, shipping and backup to administrative assistant.

Groundskeeper: Volunteers and paid lawn mower.

BANKING/FINANCES:

Bank: Polk County Bank

C.P.A.: Pollard and Company, P.C.

MEMBERSHIP:

All membership records are kept by member number/name and by club/region number on computers, and in a club roster file.

Membership fee is \$15.00 annually (due January 1.)

Family membership fee is \$23.00 annually for the first two members plus \$5.00 for each additional member at the same address.

Life memberships: \$200.00 all ages

Clubs are provided with a computer roster of members, which is to be forwarded to TGOA/MGCA office with dues payment. Clubs should submit current copy of membership roster to their region with appropriate dues payment.

CLARIFICATION OF SERVICES:

Any officer, director, or committee chairman can expect to receive requests. If unable to provide information, contact TGOA/MGCA headquarters.

CONVENTION BUSINESS:

Notification of “call for business” is provided to each member of the board of directors, prior to the convention. Business may be presented to the president, prior to call to order of the board meeting, only in written form with name of responsible individual(s) given.

The Gardeners of America Inc./Men’s Garden Clubs of America, Inc. is an affiliation of clubs and members-at-large.

The board of directors is the governing body.

COMMITTEES:

Committee selection sheets are available to all members at each convention, and mailed to each club for input. Appointment to a committee is determined by the president-elect each year and approved at the annual November meeting of the board of directors.

Committee expenses are budgeted each year and approval for committee expenditures (reimbursement forms) must be directed to the vice-president in charge of the committee for signature approval before payment is made.

AUDIO/VISUAL PROGRAM:

Slides, VCR and DVD programs are available from TGOA/MGCA. A list of programs is available from the committee chairman or headquarters. Rental is \$6.00 to be paid in advance. If damage is incurred during rental, that club/region/person will be charged replacement costs.

LIBRARY

A “lending” library is maintained at headquarters for members to utilize and/or request books to be sent to them for their reading and/or book review for the cost of postage. These book reviews will be published in the semi-monthly newsletters.

TGOA/MGCA CALENDARS:

Each year TGOA/MGCA develops and publishes its’ own calendar. These are available at a reduced price to the clubs, for sale as a fundraising project, for both TGOA/MGCA and the affiliated clubs. Orders are directed to headquarters and shipment is usually made within 24 hours. Payment in full is to be made upon receipt of shipment.

CLUB CORRESPONDENCE:

All materials and items in relationship to TGOA/MGCA and affiliated clubs is directed to the LIAISON PERSON OR CLUB PRESIDENT. Liaison person is responsible to provide information to club members on national programs.

MERCHANDISE

Items and sources are recorded at the TGOA/MGCA office. All items may be purchased by writing to The Gardeners of America, Inc., 5560 Merle Hay Road, Box 241, Johnston, Iowa 50131-0241. A supply catalog is available to each club, along with order forms upon request.