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ARCHIVE COMMITTEE DESCRIPTION

ORIGIN

This is an ~~an “ad hoc”~~standing committee established per MGCA By-Laws, Article VII, Section 14, which states, ~~“...Subject to Section 1 of this Article, the Board of Managers may create and appoint additional committees for special or additional projects.”~~4

PURPOSE

Not specified in the By-Laws. To collect, organize, and preserve Campmeeting documents, records and other materials of historical or other significance. Provide advice to MGCA on suggested methods for document preservation.

MEMBERSHIP

Per MGCA By-Laws, Article VII, Section 14, ~~“The Board of Managers may establish one or more committees consisting of one or more Managers of the Association. Committees may also consist of other members of the Association who are not Managers of the Association.”~~ This has been interpreted to mean that the committee must include at least one Manager, but that the Committee Chair need not be a Manager. The Archive Committee, by the authority of the Board and with the approval of the Board of Managers, shall consist of the committee chairperson and at least one (1) member or Manager of the Association as deemed appropriate by the committee chairperson.

MEETINGS

Not specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis. Per MGCA By-Laws, Article VII, Section 1 “Committee meetings are open to members of the association at the discretion of the committee chair.”

RESPONSIBILITIES

In conjunction with the Policy & Procedures Committee, develop policies for the collection, organization, and preservation of Campmeeting documents, records and other materials of historical significance.

Collect and ensure the retention and preservation of MGCA documents, records, and objects of historical and other significance.

Catalog all items and maintain a searchable digital record so it can be readily determined what items have been retained and where they can be located.

Ensure items are stored in a safe, secure location to ensure their preservation and to prevent damage or destruction from environmental, fire, or other hazards.

Items to be collected may include, but are not limited to, records of the community and organization's origin, organization, evolution, function, daily life, and activities, such as:

- Charter/Deeds/Permits
- Property Maps & Surveys/Utility Documents
- Legal/Financial Documents
- By-Laws/Rules and Regulations
- Board/Committee Meeting Minutes/Correspondence
- Newsletters
- Photographs/News Media References/Oral Histories
- Properly dispose of those documents and artifacts which according to established retention policies do not need to be retained
- Liaise with Mt. Gretna Historical Society as needed

Present (or submit) a committee report at each regular meeting of the Board of Managers

AUTHORITY

In accordance with established policy, the committee is authorized to take custody and ensure the safekeeping of MGCA documents and artifacts to be archived. ~~They~~ The committee is also authorized to dispose of documents and artifacts in accordance with established retention policies.

BUDGET

This committee has a line item in the MGCA annual budget for operating expenses. The committee may spend these funds without further approval. Committee chair must submit a budget request in Fall for approval.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
Revision: December 20, 2022
Rescission:



AUDIT COMMITTEE

ORIGIN

This committee is neither a Standing Committee nor an “ad hoc” committee. Its composition and role is identified in Article VII, Section ~~12~~5 of the MGCA By-Laws. Additionally, the By-Laws state that ~~the~~a committee need not be formed if its function is performed by an independent Certified Public Accountant.

PURPOSE

To conduct an annual audit of the MGCA’s financial accounts.

MEMBERSHIP

If required, the committee is formed per MGCA By-Laws, Article VII, Section 12, and “shall consist of at least one Manager and three (3) members of the Association who are not Managers.” This has been interpreted to mean that the committee must include at least one Manager, but that the Committee Chair need not be a Manager.

MEETINGS

Not specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis. Per MGCA By-Laws, Article VII, Section 1 “Committee meetings are open to members of the association at the discretion of the committee chair.”

RESPONSIBILITIES

Per MGCA By-Laws, Article VII, Section ~~12~~5:

- Conduct an annual audit by examining all of the acts of the officers and Board of Managers for the previous year as recorded on the books, records and minutes of the Association.
- Recommend to the Board of Managers that the audit be ratified, approved and adopted.
- Make an annual report in writing of its audit of the accounts of the Association.

AUTHORITY

Per MGCA By-Laws, Article VII, Section ~~12~~5, “the Committee shall have the power to examine all of the acts of the officers and Board of Managers for the previous year as recorded on the books, records and minutes of the Association.”

FINANCING/BUDGET

There is no specific budget allocation/line item for this committee. However, allocation for a professional audit conducted by a CPA is noted in the budget and may be used to cover activities of this committee. The Committee may make additional funding requests to the Board if needed.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
Revision: December 20, 2022
Rescission:

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BUILDINGS AND GROUNDS COMMITTEE

ORIGIN

This is a Standing Committee established per Article VII, Section 3 of the MGCA By-Laws.

PURPOSE

Per MGCA By-Laws, Article VII, Section 6, "The Buildings and Grounds Committee shall superintend the improvements and expenditures for the Campmeeting buildings, roads, walks and walkways; the cleaning, lighting, and maintenance of the grove; the operation, maintenance and extension of the water plant and sewage system; and the removal of garbage and rubbish."

MEMBERSHIP

Per MGCA By-Laws, Article VII, Section 6, the committee "shall consist of [the committee chairperson and](#) at least two (2) Managers plus additional members/[non-members](#) from the community as deemed appropriate by the committee chairperson." This has been interpreted to mean that the committee must include at least two Managers, but that the Committee Chair need not be a Manager.

MEETINGS

Not specified in the By-Laws. The committee shall have regularly scheduled monthly meetings, scheduled to occur two weeks before the regularly scheduled Board of Managers meeting, and at such additional dates and times as the committee shall determine from time to time. Committee members should be notified of the meeting date, time and location at least five days in advance, and an agenda shall be provided to each committee member at least one (1) day prior to the meeting. Minutes of each meeting shall be provided to all Board members at least seven (7) -days prior to the subsequent Board of Managers meeting. [Per MGCA By-Laws, Article VII, Section 1 "Committee meetings are open to members of the association at the discretion of the committee chair."](#)

RESPONSIBILITIES

The Committee shall monitor the condition of and superintend maintenance, improvements, and associated expenditures for:

- MGCA-owned buildings and recreational facilities, (Tabernacle, sheds, pump house, garages, pavilion, library), structures, roads, parking areas, walks and walkways
- Cleaning, lighting and maintenance of the grove
- Oversight of operations of the community water system
- Oversight of community sewage infrastructure
- Ensuring removal of garbage, rubbish, recyclables, leaves, branches and other green waste
- Stormwater management
- Proper care of fire hydrants

Review all building permit applications, based on the current Rules & Regulations, and make associated recommendations to the Board.

- Approval for emergency permits can be granted by the Board President or ~~appropriate officer~~ Executive Committee.

Recommend to the Board, any additions, revisions and clarifications to the Rules & Regulations.

Oversee equipment maintenance and recommend to the Board any purchase of new equipment or sale/disposal of existing equipment and work in conjunction with MGCA staff to ensure that accurate records of all associated transactions are maintained.

For the proper execution of their duties, the Building and Grounds Committee may recommend that the Board of Managers employ a Superintendent and assign such duties as may seem proper. ~~They~~ The committee may also appoint such additional persons for other duties and recommend contracts with vendors as they may deem necessary. The B&G Committee chairman shall be responsible to oversee the Superintendent, if one is employed.

Coordinate with the Tree Health and Maintenance Committee on tree care, removal, and planting, improvements to Campmeeting parks and green spaces, and development/implementation of a tree stewardship program.

Present (or submit) a committee report at each regular meeting of the Board of Managers

AUTHORITY

Per By-Laws article VII, Section 6, the Buildings and Grounds Committee, by the authority of the Board and with the approval of the Board of Managers, shall instruct and oversee the work of the Superintendent, any persons (employee) working under the MGCA Superintendent, and any vendors performing work under the auspices of or direction of the B&G Committee.

If a purchase has not been pre-approved as part of the annual budget, purchases above \$1,000 must be approved by the Board.

When selling/disposing of any MGCA equipment, all attempts to extract maximum value before disposal must be sought. Equipment valued above \$250 may not be sold without prior Board authorization.

When feasible, at least three bids will be sought for capital expenditures.

FUNDING/BUDGET

The B&G Committee must submit an annual budget to the Finance Committee, includes:

- Proposed budget requirements for long-term capital improvement plan.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021

Revision: [December 20, 2022](#)

Rescission:

DRAFT



Mt. Gretna Campmeeting
LISTED IN THE NATIONAL REGISTER OF HISTORIC PLACES

COMMUNICATIONS COMMITTEE

ORIGIN

This is a Standing Committee established per Article VII, Section 3 of the MGCA By-Laws.

PURPOSE

To ensure effective communication between the MGCA Board of Managers, MGCA committees, and the MGCA Membership.

MEMBERSHIP

Per MGCA By-Laws, Article VII, Section Section ~~8~~7, the committee “shall consist of the committee chairperson and at least two (2) Managers plus members of the Association as deemed appropriate by the committee chairperson.” This has been interpreted to mean that the committee must include at least two Managers, but that the Committee Chair need not be a Manager.

MEETINGS

Not specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis. Per MGCA By-Laws, Article VII, Section 1 “Committee meetings are open to members of the association at the discretion of the committee chair.”

RESPONSIBILITY

- Draft Member communication for distribution on behalf of the Board and its committees
- Draft and solicit articles for the ~~Quarterly~~ Newsletter for distribution and posting to the MGCA website.
- Update the MGCA website with relevant Member information and community activities.
- Coordinate with MGCA committees to convey relevant committee information to Members.
- Update the official Mt. Gretna website (mtgretna.com) with MGCA-sponsored ~~summer~~ activities.
- Work with the Executive Committee to develop and execute an MGCA communications plan/strategy.
- In conjunction with the Executive Committee, develop an emergency communications plan.
- Present (or submit) a committee report at each regular meeting of the Board of Managers

AUTHORITY

All communications are subject to review and approval by at least one member of the Executive Committee prior to distribution.

FUNDING/BUDGET

There is no specific budget allocation/line item for this committee. Funds associated with distribution of communications are allocated and dispersed from Administration Expenses. The Committee may make additional funding requests to the Board if needed.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
Revision: December 20, 2022
Rescission:

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COMMUNITY ACTIVITIES & RECREATION COMMITTEE

ORIGIN

This is a Standing Committee established per Article VII, Section 3 of the MGCA By-Laws.

PURPOSE

Per MGCA By-Laws, Article VII, Section 78, “The Community Activities & Recreation Committee shall organize the Association’s events for its members, the community and the public.”

MEMBERSHIP

Per MGCA By-Laws, Article VII, Section 78, the committee, “shall consist of the committee chairperson and at least two (2) Managers plus members /non-members of from the Association community as deemed appropriate by the committee chairperson.” This has been interpreted to mean that the committee must include at least two Managers, but that the Committee Chair need not be a Manager.

MEETINGS

Not specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis and may be held in coordination with the Recreation Committee. Per MGCA By-Laws, Article VII, Section 1 “Committee meetings are open to members of the association at the discretion of the committee chair.”

RESPONSIBILITIES

To plan and execute MGCA community events that may include:

- Campmeeting Porch Sale
- Heritage Festival
- Annual MGCA picnic
- Planning and executing may include things such as: contacting entertainment, soliciting sponsors, printing and distributing materials, mailing contracts, creating advertising, purchasing supplies, etc.
- Others events as approved by the Board of Managers, and as necessary, facilitate reservation/scheduling of Campmeeting recreational facilities.
-

Chair is required to monitor actual and projected expenditures to ensure they stay within budget.

Present (or submit) a committee report at each regular meeting of the Board of Managers

AUTHORITY

Authorized to schedule Heritage Festival acts provided expenditures stay within approved funding.
Authorized to spend all approved community activities budgeted items.

FINANCING/BUDGET

~~This committee has a line item in the MGCA annual budget. Except as noted below, there is no specific budget allocation for this committee. The committee may make funding requests to the Board if needed.~~

~~The Committee Chair must submit a budget request in Fall for approval.~~ This committee may also request funds from the Heritage Festival Designated Fund.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
Revision: December 20, 2022
Rescission:



EXECUTIVE COMMITTEE

ORIGIN:

This committee is neither a Standing Committee nor an “ad hoc” committee. It is identified in Article VII, Section [410](#) of the MGCA By-Laws.

PURPOSE:

Functioning as a steering committee, the Executive Committee prioritizes issues for the full Board to address. Carries out the business and financial responsibilities of the Executive Committee. Facilitates decision making between Board meetings in urgent and crisis circumstances.

MEMBERSHIP:

Per MGCA By-Laws, Article VII, Section [410](#), “The Executive Committee consists of the President, Vice-President, Secretary, and Treasurer.”

MEETINGS:

Not Specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis. [Per MGCA By-Laws, Article VII, Section 1 “Committee meetings are open to members of the association at the discretion of the committee chair.”](#)

RESPONSIBILITIES:

The following responsibilities have traditionally been the exclusive purview of the Executive Committee.

- Rule enforcement actions (i.e., responsible for direct Member contact).
- Manage rental agreements for MGCA-owned property.
- Develop and recommend a strategic direction and plan for the MGCA.
- Interview and recommend the hiring and dismissal of MGCA employees.
- Establish wage and benefit recommendations for MGCA employees for approval by the Board.
- Draft/revise MGCA employee job descriptions for Board approval.
- Supervise MGCA office employee(s)

- Engage and oversee all professional services (including but not limited to legal, accounting, and insurance)
- Review complaints against members of the Board of Managers
- Steward the relationship with the Mt. Gretna United Methodist Church
- Steward relationships with other Mount Gretna communities and organizations
- Determine or recommend donations to community/charitable organizations
- In an emergency, if an emergency expenditure is not within budget and a quorum of the board cannot be convened, the Executive committee may approve the expenditure.
- Present (or submit) a committee report at each regular meeting of the Board of Managers

Specific responsibilities of Executive Committee members

- **President:** (ByLaws: Article VI, Section 25)
 Presides over executive committee, Board meetings, and annual meetings,
 Reviewing and signing contracts,
 Setting agenda for the monthly meeting of the Board of Managers and the Annual Meeting,
 Calling Special Meetings of the Board (ByLaws: Art V, Sec 6)
 Overseeing all responses to Member communication addressed to the Board,
 Hiring and dismissing employees following Board decision
- **Vice-President:** (ByLaws: Article VI, Section 26)
 Assume responsibilities of the President when not available, where there is a conflict of interest, etc.,
 Perform duties as assigned by the President,
 Support the President in his/her duties.
- **Secretary:** (ByLaws: Article VI, Section 27)
 Overseeing minutes of the Board of Managers meetings,
 Fixing dates and times of Special Meetings (ByLaws: Article V, Section 6),
 Providing required notice of every meeting of the membership (Annual, Special or Adjourned) (ByLaws: Article V, Section 8).
- **Treasurer:** (ByLaws: Article VI, Section 28)
 Has historically chaired the Finance Committee,
 Approves all expenditures,
 Opens and closes bank accounts,
 Maintains safe deposit box,
 Seeks loans,
 Presents monthly P&L,
 Arranges for annual financial review,
 Ensures all taxes are filed,
 Presents financial review report to the MGCA,
 Handles delinquent accounts,
 Manages assessment payments including special needs,
 Liaises with banks.

AUTHORITY:

The Executive Committee may act with the same authority as the full Board of Managers. However, the Executive committee is subordinate to the Board; it cannot alter any decision made by the full Board of Managers.

BUDGET:

The Executive Committee is responsible for requesting funds for personnel, professional fees, office expenses, donations, and property taxes.

The Committee is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021

Revision: [December 20, 2022](#)

Rescission:

DRAFT



FINANCE COMMITTEE

ORIGIN:

This is a Standing Committee established per Article VII, Section 3 of the MGCA By-Laws.

PURPOSE:

Per MGCA By-Laws, Article VII, Section [§11](#), “The Finance Committee shall prepare a budget for the upcoming year and from time to time submit supplements to the budget for the current year.”

MEMBERSHIP:

Per MGCA By-Laws, Article VII, Section [§11](#), the committee “shall consist of the Executive Committee plus one (1) additional Manager.” Historically, the MGCA Treasurer has served as the Chair of the Committee.

MEETINGS:

Meetings are called by the committee chair as often as necessary to review committee requests and budget worksheets, primarily in the fall prior to submitting the budget to the Board of Managers for introduction at the November Board meeting. [Per MGCA By-Laws, Article VII, Section 1](#) “Committee meetings are open to members of the association at the discretion of the committee chair.”

RESPONSIBILITIES:

- Prepare a budget for the upcoming year; the budget must be approved by the Board of Managers by December 31.
- Determine if a change in assessments and/or rental fees will be recommended.
- Propose wages and benefits for MGCA employees to the Executive Committee for approval.
- Present (or submit) a committee report at each regular meeting of the Board of Managers

AUTHORITY:

Committee exists to make recommendations only; all recommendations require Board approval.

BUDGET:

There is no specific budget allocation/line item for this committee. The Committee may make funding requests to the Board if needed.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
Revision: December 20, 2022
Rescission:

DRAFT



ADVANCEMENT GRANTS & FUNDING COMMITTEE

ORIGIN

~~This is a Standing Committee established per Article VII, Section 3 of the MGCA By-Laws. This is an “ad hoc” committee established per MGCA By-Laws, Article VII, Section 14, which states, “...Subject to Section 1 of this Article, the Board of Managers may create and appoint additional committees for special or additional projects.” It is a sub-committee of the Finance Committee.~~

PURPOSE

Not specified in the By-Laws. To investigate the availability of Federal, State, and local grants and other sources to fund MGCA projects and, when directed and approved by the Board, take steps necessary to procure those funds.

MEMBERSHIP

~~Per MGCA By-Laws, Article VII, Section 4~~12~~, the committee “shall consist of the committee chairperson and at least one (1) Manager plus members of the Association as deemed appropriate by the committee chairperson. “The Board of Managers may establish one or more committees consisting of one or more Managers of the Association. Committees may also consist of other members of the Association who are not Managers of the Association.”~~ This has been interpreted to mean that the committee must include at least one Manager, but that the Committee Chair need not be a Manager.

MEETINGS

Not specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis. ~~Per MGCA By-Laws, Article VII, Section 1 “Committee meetings are open to members of the association at the discretion of the committee chair.”~~

RESPONSIBILITIES

- Research availability and MGCA’s potential eligibility for grants and other sources of funding.
- Brief the Board on the committee’s findings.
- As approved by the Board, meet all necessary grant/funding application requirements.

- As approved by the Board, take such steps as may be necessary to receive such funds (subject to the limitations specified below in “Authority”).
- In conjunction with MGCA officers and administration, ensure proper use of funds and execution of the grant’s spending and reporting requirements.
- Present (or submit) a committee report at each regular meeting of the Board of Managers

AUTHORITY

This committee is authorized to represent the MGCA as necessary to perform its duties. However, neither the committee nor its members may take any actions or enter into any agreements which would commit the MGCA to financial obligations or other encumbrances.

FINANCING/BUDGET

There is no specific budget allocation/line item for this committee. The Committee may make funding requests to the Board if needed.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
Revision: December 20, 2022
Rescission:



LIBRARY COMMITTEE DESCRIPTION

ORIGIN

~~This is an “ad hoc” committee established per MGCA By-Laws, Article VII, Section 14, which states, “...Subject to Section 1 of this Article, the Board of Managers may create and appoint additional committees for special or additional projects.”~~This is a Standing Committee established per Article VII, Section 3 of the MGCA By-Laws.

PURPOSE

Not specified in the By-Laws. To create and maintain a gathering place with a peaceful, friendly atmosphere, that promotes a love of reading and a sense of community, creativity and inspiring conversation for the entire Mount Gretna community.

MEMBERSHIP

Per MGCA By-Laws Article VII, Section 1, ~~“The Board of Managers may establish one or more committees consisting of one or more Managers of the Association. Committees may also consist of other members of the Association who are not Managers of the Association.”~~¹³, the committee “shall consist of the committee chairperson and at least one (1) member of the Association plus additional members/non-members from the community as deemed appropriate by the committee chairperson. ~~This has been interpreted to mean that the committee must include at least one Manager, but that the Committee Chair need not be a Manager.~~

MEETINGS

Not specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis. Per MGCA By-Laws, Article VII, Section 1 “Committee meetings are open to members of the association at the discretion of the committee chair.”

RESPONSIBILITIES

^[13]Include but are not limited to:

- Develop policies for the execution of their responsibilities
- Ensure all library volunteers have state-mandated clearances and that these clearances are filed with the MGCA office
- Schedule volunteers
- Order books and supplies

- Collect donations of materials, gifts, and cash
- Organize library-related community events, (ie: book reviews, childrens' activities)
- Set and publicize library-related events
- Set and publicize library schedule
- Manage stewardship of our Little Free Libraries
- Maintain library interior
- Present (or submit) a committee report at each regular meeting of the Board of Managers

AUTHORITY

The committee has full authority to carry out all responsibilities listed above.

FINANCING/BUDGET

This committee has a line item in the MGCA annual budget for operating expenses. The committee may spend these funds without further approval. Committee chair must submit a budget request in the Fall for approval.

A designated library fund, managed by the Board of Managers, exists for the purpose of segregating and holding apart funds from fundraising activities for the library ~~committee's~~ usebuilding's maintenance. Cash donations are submitted to the MGCA Treasurer; these funds may be accessed by special request to the Board of Managers.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
 Revision: December 20, 2022
 Rescission:



NOMINATING COMMITTEE

ORIGIN

This is a Standing Committee established per Article VII, Section 3 of the MGCA By-Laws.

PURPOSE

To facilitate the solicitation and nomination of candidates for positions on the MGCA Board of Managers. The committee does not play any other role in the execution of any election.

MEMBERSHIP

Per MGCA By-Laws, Article VII, Section ~~4~~14, the Nominating Committee “shall consist of the committee chairperson and at least three (3) Managers and members of the Association as deemed appropriate by the committee chairperson. No person who is a candidate for office should be permitted to serve on the Nominating Committee.” This has been interpreted to mean that the committee must include at least three Managers, but that the Committee Chair need not be a Manager.

MEETINGS

Not specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis. Per MGCA By-Laws, Article VII, Section 1 “Committee meetings are open to members of the association at the discretion of the committee chair.”

RESPONSIBILITIES

Per By-Laws Article VII, Section ~~4~~14, “The Nominating Committee shall meet and put in nomination a slate of candidates who are Members of the Association. The Nominating Committee shall notify Members of the opening of the nomination prior to the election.”

Regular Board of Managers Elections (By-Laws Article VI, Section 5)

- In the spring, notify Members of the opening of the nominations for election of the Board of Managers and that they have 45 days to send written notice to the MGCA office of their desire to serve on the Board
- Ensure that nominee names are distributed to Members with the Annual Meeting notice and posted at or near the place of the election at least three (3) days before the election.

Other Board of Managers Vacancies (By-Laws Article VI, Section 6)

- Present to the Board a list of candidate names.

As required, present (or submit) a committee report at Regular Meetings of the Board of Managers.

AUTHORITY

Communicate with Members as necessary to perform duties outlined above.

- Authorized to post or publish relevant notices or communications.

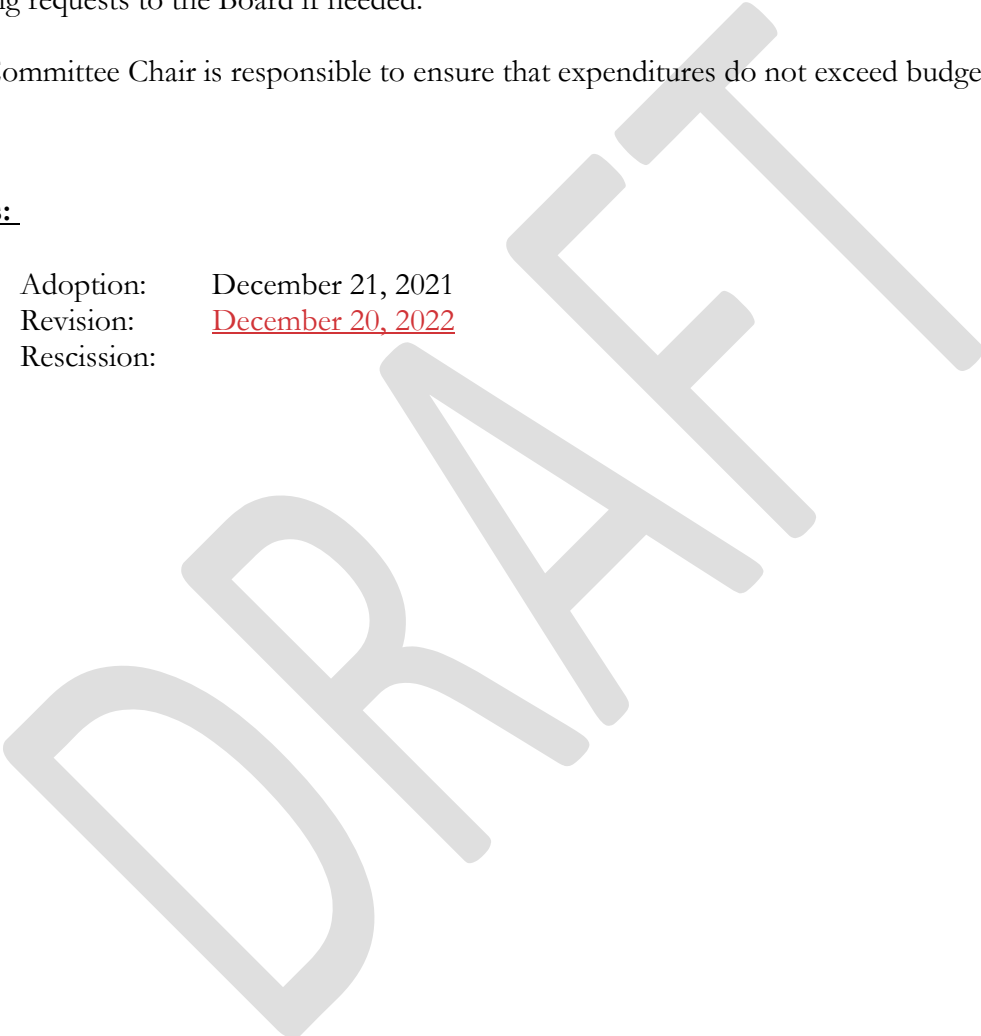
FUNDING/BUDGET

There is no specific budget allocation/line item for this committee. The Committee may make funding requests to the Board if needed.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
Revision: December 20, 2022
Rescission:





POLICY AND PROCEDURES COMMITTEE

ORIGIN

~~This is an “ad hoc” committee established per MGCA By-Laws, Article VII, Section 14, which states, “...Subject to Section 1 of this Article, the Board of Managers may create and appoint additional committees for special or additional projects.” It is a sub-committee of the Executive Committee. This is a Standing Committee established per Article VII, Section 3 of the MGCA By-Laws.~~

PURPOSE

Not specified in the By-Laws. At the direction of the Board of Managers, assist the Board and its committees in developing guiding principles and practices, consistent with the MGCA Charter, By-Laws, and Rules and Regulations.

MEMBERSHIP

~~Per MGCA By-Laws, Article VII, Section 1, “The Board of Managers may establish one or more committees consisting of one or more Managers of the Association. Committees may also consist of other members of the Association who are not Managers of the Association.”¹⁵, the committee “shall consist of the committee chairperson and at least one (1) Manager plus members of the Association as deemed appropriate by the committee chairperson.”~~ This has been interpreted to mean that the committee must include at least one Manager, but that the Committee Chair need not be a Manager.

MEETINGS

Not specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis. ~~Per MGCA By-Laws, Article VII, Section 1 “Committee meetings are open to members of the association at the discretion of the committee chair.”~~

RESPONSIBILITIES

Develop policies and procedures at the request of the Board, and maintain a compilation of established policies and procedures which have been reviewed and approved by the Board

- Ensure that a current version of all MGCA Policies is available on the MGCA website

- As directed by the Board of Managers, assist the Board and its committees in amending existing Rules and Regulations, policies, procedures, and/or forms
- All amended Rules and Regulations and policies are subject to Board approval
- As directed by the Board of Managers, assist the Board and its committees in developing new Rules and Regulations, policies, procedures, and/or forms
- All new Rules and Regulations and policy changes are subject to Board approval
- Identify Board of Managers or MGCA committee actions or practices from which it may be desirable to develop new Rules and Regulations, policies, procedures, and/or forms
- Periodically review MGCA Rules and Regulations, policies, procedures and forms and, if indicated, recommend their amendment or revocation
- In coordination with the Executive Committee, interface with legal counsel on matters related to MGCA Rules and Regulations, policies, and procedures
- Present (or submit) a committee report at each regular meeting of the Board of Managers

AUTHORITY

The Committee exists to make recommendations only; all rule and policy recommendations require Board approval; form recommendations require Executive Committee or Board review.

FINANCING/BUDGET

There is no specific budget allocation/line item for this committee. The Committee may make funding requests to the Board if needed.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
Revision: December 20, 2022
Rescission:



PROPERTY OWNERSHIP COMMITTEE

ORIGIN

This is a Standing Committee established per Article VII, Section 3 of the MGCA By-Laws.

PURPOSE

To fulfill the requirements of Article XII, Section 4 of the By-Laws, which states, “All new owners of property shall be interviewed by a committee of the Board of Managers,” and to facilitate proper administration of Rule 20, which governs Campmeeting home rentals.

MEMBERSHIP

Per MGCA By-Laws, Article VII, Section [916](#), the Property Ownership Committee “shall consist of [the committee chairperson and](#) at least two (2) Managers plus members of the Association as deemed appropriate by the committee chairperson.” This has been interpreted to mean that the committee must include at least two Managers, but that the Committee Chair need not be a Manager.

MEETINGS:

Not specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis. [Per MGCA By-Laws, Article VII, Section 1 “Committee meetings are open to members of the association at the discretion of the committee chair.”](#)

RESPONSIBILITIES

Property Ownership Functions:

Meet in person or otherwise with property purchasers prior to the settlement of any property (residence or other) in The Campmeeting.

- Welcome new property purchasers to the Campmeeting, orient them to various aspects of the community, and acquaint them with the Rules and Regulations of the Campmeeting Association.
- Obtain new owners’ signature(s) on the Property Transfer Form acknowledging their agreement to comply with MGCA Rules and Regulations.

Provide property purchasers with New MGCA Member Welcome Packet, including but not limited to:

- Charter & By-Laws
- Rules & Regulations

Collect the signed and completed the approved Property Transfer Form from the buyer.

Rule 20 Administrative Functions:

- Oversee the application process for rental permits as outlined in Rule 20, including notice to all Members prior to rental application period.
- Annually review the amount of the rental permit application fee and recommend to the Board of Managers any adjustment to the fee schedule.
- Consult with and provide its recommendation to the Executive Committee in regard to rental permit denials and revocations and exceptions to the short-term permit limit.
- Committee recommendations require Executive Committee approval.

Present (or submit) a committee report at each Regular Meeting of the Board of Managers

AUTHORITY

Schedule and conduct meetings with new property purchasers.

Establish new member packet content.

- Changes to Property Transfer Form will be approved through the Executive Committee

~~With regard to Rule 20, this committee makes recommendations only; all recommendations require Executive Committee approval.~~

FINANCING/BUDGET

There is no specific budget allocation/line item for this committee. The Committee may make funding requests to the Board if needed.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021

Revision: December 20, 2022

Rescission:



TREE HEALTH & MAINTENANCE COMMITTEE

ORIGIN

~~This is an “ad hoc” committee established per MGCA By-Laws, Article VII, Section 14, which states, “Subject to Section 1 of this Article, the Board of Managers may create and appoint additional committees for special or additional projects.” It is a subcommittee of the Building and Grounds Committee. This is a Standing Committee established per Article VII, Section 3 of the MGCA By-Laws.~~

PURPOSE

Not specified in the By-Laws. Ensure the continued health and viability of the Campmeeting tree canopy. Provide tree and landscaping-related input and recommendations to the Building and Grounds Committee.

MEMBERSHIP

~~Per MGCA By-Laws, Article VII, Section 1, “The Board of Managers may establish one or more committees consisting of one or more Managers of the Association. Committees may also consist of other members of the Association who are not Managers of the Association.”¹⁷, the committee “shall consist of the committee chairperson and at least one (1) Manager plus members of the Association as deemed appropriate by the committee chairperson.”~~ This has been interpreted to mean that the committee must include at least one Manager, but that the Committee Chair need not be a Manager.

~~NOTE: If it remains a subcommittee, it is recommended that the chair be a member of the Buildings & Grounds Committee.~~

MEETINGS

Not specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis, though the committee has historically met at least monthly. Per MGCA By-Laws, Article VII, Section 1 “Committee meetings are open to members of the association at the discretion of the committee chair.”

RESPONSIBILITIES

- Evaluate and monitor the condition and health of the Campmeeting tree canopy and individual trees.
 - May enlist certified arborists/foresters to assist in evaluations
- Coordinate any required tree health services (e.g., chemical treatments)

- Includes trees on both Campmeeting and Private Property
- Advise Buildings & Grounds Committee with regard to requests for removal of trees on Private Property
- Bring tree and landscaping-related issues to the attention of the Buildings & Grounds Committee as necessary.
 - Chair typically attends all Building & Grounds Committee meetings
- Develop and execute a community tree plan
 - Coordinate purchase, planting, and care of new trees planted on Campmeeting Property and if allowed, on Private Property
 - Provide advice and recommendations to Members wishing to plant trees on their property
- Develop and oversee a Memorial Tree Program and the Memorial Bench Program
- Coordinate tree and gardening/landscaping-related volunteer activities.
 - Plan annual activities which may include Arbor day recognition.
- Monitor expenditures against line items in the budget for Tree Health/Maintenance and ensure that they remain and are projected to remain within the allocated budget.
- Monitor expenditures against line items in the budget for Tree Removal & Trimming and trimming and ensure that they remain and are projected to remain within allocated budget. ~~Responsibility for compliance lies with B&G.~~
- ~~Responsibility for compliance lies with B&G.~~
- Provide tree and gardening/landscaping-related education to the community and articles for the MGCA newsletter.
- Present (or submit) a committee report at each Regular Meeting of the Board of Managers

AUTHORITY

Authorized to schedule and direct activities of tree and landscaping-related vendors as necessary ~~and approved by the Buildings & Grounds Committee~~ provided all budgetary constraints are met.

BUDGET/FUNDING

The ~~Buildings and Grounds~~ Tree Health & Maintenance Committee has two separate line items in the MGCA annual budget that are ~~generally~~ administered by the ~~Tree Health and Maintenance~~ Committee. The two line items are:

- Tree Health/Maintenance
- Tree Removal & Trimming

The committee may make requests to the Board for additional funding ~~through, and with the approval of, the Buildings and Grounds Committee.~~

The committee has in the past received charitable donations designated to be used for trees in general, the memorial tree program, and/or landscaping-related projects, and may do so in the future.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
Revision: December 20, 2022
Rescission:

DRAFT