



# Guidelines for Starting a Community Garden

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# INTRODUCTION TO COMMUNITY GARDENS

Once known as Victory Gardens and considered to be a mainstay for food in communities across the country, community gardens have now been reborn into the fast pasted life styles of today's modern families and give us a place to slow down and enjoy the fruits of our labor.

The growing concern about where our food comes from and more healthy food growing practices has sparked new life back into community gardening.

These guidelines will help you in your endeavor to start a community garden in your neighborhood.





## TABLE OF CONTENTS

Introduction to Community Gardens .....	i
Get People Involved .....	2
Is there a need? .....	2
Find a volunteer base.....	2
Form a garden club or garden council.....	2
Find the Land.....	3
Is The land suitable for a garden?.....	3
Who owns the land?.....	3
What do the neighbors think?.....	3
What is required from the land owner and city?.....	4
Zoning Requirements.....	4
liability insurance.....	4
Cost of Land.....	4
INFRASTRUCTURE .....	5
Site Plan Development.....	5
ADA accessible? .....	5
What's In your Dream Garden?.....	5
Trash removal .....	5
FUNDING .....	7
Create A Budget.....	7
Garden Supporters.....	7
non-profit.....	7
bank account.....	7
Communication.....	9
What's Expected from Garden Members? .....	9
Staying Connected.....	9
Get Things Growing .....	10
Troubleshooting .....	10
Timers and Soaker Hoses.....	10
Examples of Forms.....	11



## GET PEOPLE INVOLVED

### IS THERE A NEED?

Is there a need or desire for a community garden?

Have you been approached by any organization?

What kind of community garden?

- Public Garden
- Food bank garden
- Private community or church garden
- Your garden rules need to reflect and be very clear as to the type of garden you are.

### FIND A VOLUNTEER BASE

#### **Building your volunteer base is a must.**

You need a dedicated group of people to see this project through for years to come.



### FORM A GARDEN CLUB OR GARDEN COUNCIL

Elect a coordinator, secretary, treasurer and garden stewards to share in the building responsibilities and sustainability of your garden. Documenting the gardens creation from the very beginning will allow you to communicate its growth to others. Minutes to all meetings need to be documented and shared. Monthly meetings are encouraged to keep everyone on the same page. This is the beginning of your gardens infrastructure.



Visit other local community gardens for ideas you might want to see in your community garden.

- <http://communitygardensdfw.org/local-gardens>
- <http://www.communitygarden.org/>



## FIND THE LAND

### IS THE LAND SUITABLE FOR A GARDEN?

- Enough light (a least 6 to 8 hours of sun per day)
- Drainage
- Accessibility
- Parking
- Does it have a **water supply** available or close by?
  - ✓ Contact the water service provider in your area for existing water meter or lines to hook into.
- **Who will pay for the water and it's connectivity to the garden \$\$?** (This should be a line item in your budget)



### WHO OWNS THE LAND?

Contact your county's tax assessor's office.

- Contact the Owner
- Is the land available for lease and how much? (most landowners will lease for \$1.00 per year to community gardens, but not always) another budget line item.
- Soil test the site. (line item in your budget)

The soil may not be suitable due to contamination by chemical dumping.

If it is suitable you need to know what nutrients need to be added (or not added) and what amount you need to add. Consider raised plots in either situation.

### WHAT DO THE NEIGHBORS THINK?

What do the local neighbors think about a community garden?

This could be a show stopper from the get go.

Some think a community garden will be noisy and an eye sore. If they are invited to be a part of it and you show how they and the neighborhood will benefit, you will have a good chance. Getting the surrounding community involved is key to harmony.



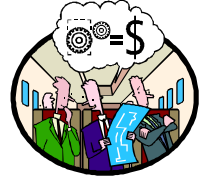


## WHAT IS REQUIRED FROM THE LAND OWNER AND CITY?

### ZONING REQUIREMENTS

Does it meet city, church or owner zoning and/or other code requirements for a garden?

- Contact your cities Planning and Zoning Department.
- Try to get members of your city council involved. Backing from city council will greatly improve your gardens success.



What city permits are required to build the garden and where are the phone, water, electrical and gas lines located. Permits could be another line item in your budget.

- **CALL 811 BEFORE YOU DIG.** <http://www.call811.com/>

You will need your site plan (to scale) already drawn up if you are going to the city for any permits.

- Include all buried cables and lines on you plan.
- Include right-of-ways and property easements. Contact your cities' public works department for these.

Draw up a lease agreement. Who pays for the attorney to do this? (another line item in your budget)

Landowners will most likely require a **“hold harmless”** waiver in the lease. The same waiver should be included in all the gardens forms and paperwork each gardener signs. \*See example below.

Sign the lease if it meets your requirements.

### LIABILITY INSURANCE

Do you need liability insurance?

The landowner may require this.



### COST OF LAND

**How much and who will pay for it?** (yep, another line item for your budget)

*It is becoming increasingly difficult to obtain leases from landowners without liability insurance. Garden insurance is a new thing for many insurance carriers and their underwriters are reluctant to cover community gardens. It helps if you know what you want before you start talking to agents. Two tips: you should probably be working with an agent from a firm which deals with many different carriers (so you can get the best policy for your needs) and you will probably have better success with someone local who has already done this type of policy or one that works with social service agencies in the area. Information from the ACGA*

<http://www.communitygarden.org/learn/tools.php>



## INFRASTRUCTURE

Your garden club or council should already be in place and have their duties outlined and working towards the following:

### SITE PLAN DEVELOPMENT

Develop a site plan, to scale, with all things laid out and identified, even your wish list items. How many plots and placement for maximum sun exposure?



Size of plots, how many and distance between them.

- Raised plots should be no more than 4' wide. This will allow easy reach from the sides to the center of the plot. The length can be whatever you like that fits best in your gardens layout plan. Children's plots should be 4' X 4'. This allows them easy reach from all sides and is not too large to be easily managed by them. Too large is sometimes very daunting. The space between any of the plots would be at least 4' also. Allowing easy access of carts or wheel barrows.
- Raised plots and how high.
  - ✓ Most standard raised plots are about 12" high. In our Texas heat the 12" depth helps plant material stay hydrated. If you have people with lower back issues, 24" to 30" will allow easier access without too much stooping.

### ADA ACCESSIBLE?

Will it be ADA accessible? – You will have to follow specific guidelines.

<http://www.dol.gov/dol/topic/disability/ada.htm>



### WHAT'S IN YOUR DREAM GARDEN?

- Do you need or want a fence? If the property is **not** in a highly visible location, a fence is a great asset against vandalism . Another budget line item.
- Tool shed w/ combination locks that can be changed yearly. Shed will fall under design permits by city.
- Benches, picnic tables where gardeners can relax.
- Shade
- Sign with gardens name
- Composting or orchard area

### TRASH REMOVAL

Trash removal, how or who does this?





Composting areas can become a problem if they are not managed correctly. They can create unsightly views and odors to surrounding neighbors. An unhappy neighbor can be your gardens down fall.





## FUNDING

### CREATE A BUDGET

Create your gardens budget. Money does not grow on trees.

- Develop a materials list. Identify the cost of each line item and cost out the entire project. You may find you need to approach the building in phases to keep cost down until more money and /or materials become available.
- How much will you charge for plot rental? Water will be your biggest ongoing budget line item, plan accordingly.
- Check with the water provider for possible lower rates.



### GARDEN SUPPORTERS

**Where will you get money for building materials and help building your garden? Local businesses can help keep your garden in the green.**

- Big box stores
- Other local business
- Energy companies
- Garden fund raisers
- In kind donations
- Local high schools/colleges
- Boy & Girl Scouts of America
- Your cities teen court community service programs
- Inmate community service programs

How much money is needed to sustain your garden on a yearly basis or longer? (Always look ahead)

You will probably need as least \$2,000.00 to \$3,000.00 to start work on your garden.

### NON-PROFIT

Do you want to be a non-profit corporation?

If you are applying for grants you will need 501 (c) 3 status.

You can have a sponsor with 501 (c) 3 tax-exempt status or apply for one yourself. This can be a lot of work.

<http://www.501c3.org/>

### BANK ACCOUNT

Set up a garden bank account



You will need a central account to keep plot rental dues, fund raiser and donation monies, etc.



- Have your gardens coordinator and treasurer set this up with a two signature requirement.
- Check your local banks for the best rates.
- Choose a bank close by and easily accessible.

You will pay for your gardens on going needs from this account.



## COMMUNICATION

### WHAT'S EXPECTED FROM GARDEN MEMBERS?

- Have clear enforceable garden rules with strong leadership in a garden coordinator and council to enforce them.
  - ✓ This will help with any communication problems with other gardeners.
- Create an Adopt-A- Plot form with gardener's information, contact, address, phone, etc.
- Create an Adopt-A-Plot Rules form and spell out what is expected of each gardener.
- Create policies, procedures and guideline rules for your garden.
- Create your Garden By-Laws.
- How will you communicate with gardeners who speak a different language?
- Set up your own garden web site and a garden members G-mail account. Include, Facebook, Blog, and Twitter, YouTube or any other media to keep your gardeners aware of what is going on.



### STAYING CONNECTED

#### **Connectivity is your gardens life blood.**

You'll need a domain name for your web page. Places like Go Daddy <http://www.godaddy.com/> are great places to start and involve very little cost.

Google Sites has free website help, but you will need to set up a Google account. The following url's will help guide you:

<http://support.google.com/accounts/bin/topic.py?hl=en&topic=2364542&parent=TopLevel&ctx=topic>

<http://www.google.com/sites/help/intl/en/overview.html>

<http://home2.fvcc.edu/~drausche/tutorials/google.pdf>

#### Information & Educational Links:

<http://tarrantmg.org/>

<http://www.communitygarden.org/learn/tools.php>

<https://agrillifebookstore.org/>

<http://www.ahs.org/>

<http://www.kidsgardening.org/>

<http://www.jmgkids.us/>

<http://vegipm.tamu.edu/>

[http://aggie-horticulture.tamu.edu/vegetable/files/2010/10/E-502\\_home\\_vegetable\\_guide.pdf](http://aggie-horticulture.tamu.edu/vegetable/files/2010/10/E-502_home_vegetable_guide.pdf)

## GET THINGS GROWING

**Get things growing while you continue your fund raising efforts and as materials become available.**



Remember Rome wasn't built in a day. Gardeners need to get down and get their hands dirty while keeping their moral high.

- Get the community involved in your build day.
- Clean the site.
- Identify garden parameters, install weed block, stake out plots, shed placement, compost or orchard location, etc.
- Install the irrigation system to meet the needs of your gardens layout plan (current and future additions).
- Plant something, even a fruit tree or your gardens perimeter plantings (like Texas native plants and flowers), anything to keep the enthusiasm of your gardeners high.
- Plan a celebration with a bar-b-que or pot-luck lunch.
- Invite the local police to visit your garden. They can lend invaluable advice on security and they know the local neighborhood.
- Acknowledge everyone who helped build the garden, from businesses, city, church, school and individuals.

## TROUBLESHOOTING

You will experience problems along the way. Try to be proactive by identifying potential problems and preventing them from ever occurring. Get organized and work together to solve them when they do occur.



The two most prevalent ones are security and vandalism. Get to know your neighbors. Involve local youth in the building of the garden. Offer them education on growing vegetables, composting, rainwater harvesting, being a helper to those who need assistance with their gardening duties. Give them a plot of their own. You may create a future gardener.

## TIMERS AND SOAKER HOSES

**Timers and soaker hoses** are great for home use or other controlled and monitored environments, but in a community garden, they are a source of water loss and potentially high water bills, not to mention crop damage to surrounding plots. They will break or get left on, by accident, and there goes your budget.



Accidentally left on can lead to this



## EXAMPLES OF FORMS

The following are examples of forms used by a working community garden. The guidelines using dates is for a specific geographical location and/or for garden use and should be modified for your garden and location. These are only examples to be modified to meet your gardens' needs.

### **"Hold Harmless" Example**

*\* I THEREFORE AGREE TO HOLD HARMLESS THE (name of garden or city or church or landowner or all) FOR ANY LIABILITY, DAMAGE, and LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH USE OF THE GARDEN BY ME OR ANY OF MY GUESTS. I AGREE TO FOLLOW ALL GUIDELINES SET FORTH.*

*Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

# YOUR GARDEN LOGO AND ADDRESS HERE

*Policies /Procedures /Guidelines*

*DATE*

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*The (Your gardens' name here) is a public facility and one gardener's actions may impact another's use and enjoyment of the site. In order to effectively manage and protect the community resource and assure that everyone can enjoy the community gardening experience, the following procedures and guidelines have been established.*

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## Registration Information

### *Returning Gardeners*

The (Your gardens' name here) will e-mail a reminder of plot renewal to all current gardeners the 1<sup>st</sup> of November. To renew your plot please send payment to: (Your gardens' name and mailing address here)

Payment must be received by the last business day of December of the current year. If payment is not received by this deadline, the plot will be considered available for reassignment to another gardener.

### *New Gardeners*

Beginning the 1<sup>st</sup> week of January, the (Your gardens' name here) will provide information about plot availability for the coming season. New gardeners should look at different plot sites before registering if requesting a specific plot within the garden. Please note demand is high for garden plots, and the turnover rates are low.

Individuals receiving a plot assignment will be contacted by telephone or e-mail and may choose to accept the garden plot and complete the registration process within 30 days of notification. If registration for a new plot is not completed by this deadline, the vacant plot may be offered to the next person on the waiting list. Those individuals who are not successful in obtaining a garden plot assignment for the current year will maintain their numerical position, but must register again for the following year.

Gardeners are required to keep the (Your gardens' name here) Garden Coordinator notified of changes to home address, phone number and e-mail addresses. Accurate contact information ensures delivery of renewal forms and other information in a timely manner. Your garden plot cannot be transferred to any person or persons.

## Plot Maintenance Standards/Definition Standards

Naturally, a garden filled with well-tended plots inspires pride in both gardeners and neighbors. A public program, however, includes a broad range of people whose differing backgrounds, life circumstances, and expectations

influence their gardening styles and abilities. As an inclusive program, we try to strike a balance between acceptance of individual differences and the community need for productive garden spaces that meet minimum standards.

>All gardeners are required to keep individual plots in a planted, productive state or cover-cropped or mulched and free of debris. Weeds and other vegetation must be controlled to limit the spread of disease, insects and growth into adjacent plots or neighboring homeowners. Keep dead vegetation cleared from your plot year round. Gardens must be planted by April 1<sup>st</sup> and winterized by December 1<sup>st</sup> of the current growing year. Exception: Winter gardens are encouraged, but must be maintained to minimum standards

>Gardeners with plots that are not maintained to the minimum standards above or do not meet the April 1<sup>st</sup> or December 1<sup>st</sup> deadline will be notified, and must take action to bring plots into compliance of minimum standards or meet the intent of the deadline within seven (7) calendar days. Plots that do not meet these requirements after this seven-day deadline will be reassigned and the gardener's agreement will be cancelled without refund. If individual plots do not meet minimum standards or the conditions and deadlines above on more than two occasions the gardener's agreement will be cancelled without additional notification, and the plot will be reassigned.

>Garden plots must be winterized by December 1<sup>st</sup> of the current growing season. Annual crops should be harvested and all dead vegetation (sunflowers, tomato and squash vines, etc.) must be composted or removed from garden plots. Soils must be protected from damaging winter rains and garden plots can be cover-cropped or mulched to control grass and weed growth during the winter and early spring. Winter gardens are encouraged, but must be maintained to minimum standards including any enclosures, i.e. Hot Houses/Hoop Houses. Please do not erect any permanent structures. Hoses should be coiled and placed in the garden plot and items such as plastic chairs, fertilizer bags, plastic containers, debris and other miscellaneous items must be removed from the garden plot and main garden area.

>Garden plots are restricted to the area within the boundary of your plot board enclosure. Plot vegetation and gardening supplies may not extend beyond these boundaries into adjacent plots or common areas. Vertical crops such as pole beans, corn or sunflowers should be oriented in such a way as to allow adequate light to neighboring plots and must not interfere with pathways or adjacent plots.

>Common areas such as walkways and roadways must be kept clear in order to facilitate maintenance activities. Do not pile or throw mulch, weeds, rocks, or other materials into these areas. When not in use, keep hoses out of these common areas.

>Trash removal service is provided by **(Whomever here)**.

## Be Good Neighbor Guidelines

One of the key objectives in community gardening is to work together or next to each other in relative harmony. Please be courteous in all interactions and work together to resolve any disagreements. Please contact your Garden Coordinator or Garden Steward for guideline clarifications.

>Please lend a helping hand to others in need. **(Your gardens' name here)** encourages gardeners to share a portion of your crop with those less fortunate. We will have scheduled pickups on Saturday mornings for any produce you would like to donate.

>Gardening in a public setting requires a fair amount of time and commitment. Please make appropriate arrangements to ensure a well-maintained garden space for everyone in this shared setting.

>Please respect the privacy of neighbors in and surrounding our community garden and be considerate when driving and parking in the area around the garden.

>Please be conscientious about water usage and do not leave water on overnight. Some garden areas do not have well-drained soil and neighboring plots or neighboring households can be easily affected by excess water. Limit watering to only intend crops and take steps to ensure that neighboring plots or neighboring households are not the recipients of excess water.

>Take care to ensure that the perimeter fencing at the garden site remains clear of vegetation from adjacent plots. In addition, soil, mulch, sod, or debris must not be piled or placed against the fence, as this promoted decay and shortens the life of the fence.



# YOUR GARDEN LOGO AND ADDRESS HERE

## ADOPT A PLOT RENTAL FORM

PLEASE PRINT CLEARLY

**Make Checks payable to: (Your gardens' name here) and send to the above address**

(Please circle one)

New Gardener

Renewing Gardener

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, Zip Code: \_\_\_\_\_

Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ I give permission to release to the media any photographs taken of myself or my family at the garden.

List others who will be working with you on your plot: \_\_\_\_\_

Garden Plot Preference (please circle one):

Standard Raised

ADA Approved (limited)

\_\_\_ I would like to be partnered in a shared plot

Which of these areas motivate you to participate in the (Your gardens' name here).

\_\_\_ Garden Education, \_\_\_ Vegetable Production, \_\_\_ Fruit Production, \_\_\_ Social, \_\_\_ Community Service,

\_\_\_ Growing Organic, \_\_\_ Composting, \_\_\_ Fundraising

\*\*\*\*\*

**For (Your gardens' name here) Use Only:**

Common Ground Garden Plot # \_\_\_\_\_

Start Date: \_\_\_\_\_

Paid Processing Fee: Y N

Check # \_\_\_\_\_

Cash \$ \_\_\_\_\_ Other: \_\_\_\_\_

# YOUR GARDEN LOGO AND ADDRESS HERE

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## Adopt a Plot Terms of Agreement for

**(Your gardens' name here)**

- >(Your gardens' name here) will provide the garden plot and water. Mulch, compost and amendments will be provided when available.
- >Gardeners will strive to be good stewards to the land, learn and use organic gardening methods to produce more disease resistant pest free plants and healthy, nutritious fruits and vegetables for consumption.
- >The use of watering timers is not allowed, as mechanical failure could create a loss of water and ruin crops.
- >Gardeners will be responsible for planting and keeping their allotted plot and adjacent paths weed free.
- >Gardeners are encouraged to share a portion of their produce with others.
- >Each gardener will support the garden by doing their fair share of common work. Four (4) scheduled workdays per year (every 3<sup>rd</sup> Saturday of each month) is required of each plot owner. Considerations will be given for special skills, physical and mental capabilities and age. Youth participation is encouraged with **adult guidance**.
- >Gardeners agree to keep their plot mulched or in an approved cover crop when the plot is not in production. See Garden Policies/Procedures/Guidelines.
- >Each gardener will be respectful of other gardeners, their crops and plot and will not harvest produce or flowers from another plot without the plot owner's permission.
- >Garden areas will be kept free of litter, tobacco, alcohol and drugs.
- >Gardeners are urged to inform the Garden Steward if unable to maintain a plot (health issues or work) or if there is a grievance.
- >Pets are not allowed within the garden, with the exception of service animals. **Animal feces should not be composted.**
- >The (Your gardens' name here) Garden Council oversees the garden. The Common Ground Garden Council will assist new gardeners, report maintenance issues, support gardeners with supplies and tools when available, check garden plots for compliance and be available to resolve problems. Council Committee meeting will be announced and gardeners are encouraged to attend and to bring issues forward to the group to resolve.
- >Available plots shall be given to new gardeners before being given to an existing gardener. New gardeners will start with one plot their first year. If a plot becomes available during the year and no

garden applicants a waiting for a plot, a gardener may request an additional plot for that year only, provided they have shown they are committed to the goals of the garden, keep their current plot producing, remove weeds, and share in the common work. The maximum allowance of garden plots by one family or group is two plots. See Registration Information.

> You can park. **(Give a detailed explanation here).**

I agree to adhere to all guidelines as stated above to garden in a **(Your gardens' name here)** plot.

I understand that **(Your gardens' name here), (Parties involved)** are not responsible for my actions.

***I THEREFORE AGREE TO HOLD HARMLESS THE (List all parties involved) FOR ANY LIABILITY, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH USE OF THE GARDEN BY ME OR ANY OF MY GUESTS. I AGREE TO FOLLOW ALL GUIDELINES SET FORTH.***

# YOUR GARDEN LOGO AND ADDRESS HERE

## **(Your gardens' name here) By-Laws**

### **Article I – Name and Mission Statement**

**Section 1.00, Name** –The name of this organization shall be (Your gardens' name here) (herein after “(Your gardens' name here)” or the “Corporation”).

### **Section 2.00, Mission Statement**

(Your gardens' name here) is a voluntary organization organized to help build a sense of community and pride through collaborative gardening efforts that focus on the principles of organic gardening and to act as a center for educating and encouraging others to participate in gardening communities wherever they live and provide for others in need.

### **Article II – Membership**

#### **Section 1.00, Definition**

A *member* is someone who has been granted rights to a particular plot(s) and who agrees to and abides by the rules and requirements of the (Your gardens' name here) defined herein the By-Laws.

#### **Section 2.00, Prospective Members**

Membership is available on a first come first serve basis to the first (number of plots here) interested parties and is open to surrounding area residents regardless of race, gender, national origin, color, religion, age, or sexual orientation. If all garden plots are occupied, prospective members' names are placed on a waiting list. A prospective member of the (Your gardens' name here) who has been offered a plot assignment must sign a gardening agreement and submit the associated membership dues to become a member.

#### **Section 3.00, Current Members**

A current member in good standing may retain the assigned plot and remain a member of the (Your gardens' name here) the following year by signing the agreement and paying the required membership dues at time of plot registration.

#### **Section 4.00, Membership Sign up and Dues**

Memberships shall run from January 1<sup>st</sup> through December 31<sup>st</sup> of each year, but a member may join at any time during the year. Membership dues are \$40.00 per year, are non-refundable, and are to be paid at time of registration.

#### **Section 5.00, Termination of Membership**

A thirty (30) day grace period is granted on membership renewal. If membership dues and forms are not received by the end of the grace period, then the member shall lose their membership and all (Your gardens' name here) privileges. Membership and plot privileges may be revoked by the (Your gardens' name here) Garden Council for violation(s) of the rules established by the (Your gardens' name here) Garden Council. If a member fails to fulfill their responsibilities or breaks membership rules, the (Your gardens' name here) Garden Council will notify the member in writing with details outlining the infraction(s) and what actions are required to rectify the situation. Members will be given **30** days to rectify the situation.

If the member fails to rectify the situation, the (Your gardens' name here) Garden Council will meet and discuss the situation and determine whether the member will be given further time to resolve the issue or whether their membership is to be terminated. A vote of 75% of the council members is required to terminate membership. If membership is terminated, the member's garden plot will be given to the next person on the waiting list and all membership dues paid in that year will be forfeit.

### **Section 6.00, Membership Guidelines**

Two (2) work days per month will be scheduled to perform general site cleanup, weeding and other maintenance activities. Each Member is requested to attend at least one (1) work days per month. Work days will be established by the (Your gardens' name here) Garden Council and published on the bulletin board and other established communication methods. The (Your gardens' name here) is an organic garden project. Only organic fertilizers, pesticides and fungicides may be used in the garden. A list will be provided of Organic Pesticides, Fertilizers and Disease Control options. Examples of organic amendments, pesticides and fertilizers include:

- Compost and compost teas
- Biodegradable detergents
- Seaweed meal or liquid
- Alfalfa meal
- Phosphate rock
- Blood meal
- Bone meal
- Greensand
- Sphagnum peat moss
- Calcium limestone flour
- Iron (chelated 10%)
- Epsom salt
- Fish meal and fish oils

- Vegetable oils
- Biodegradable soaps

Others may be approved by the (Your gardens' name here) Garden Council, as needed or requested.

## **Article III – Governance**

### **Section 1.00, Definition**

1. The (Your gardens' name here) Garden Council, known throughout this document as the (Your gardens' name here) Garden Council, is responsible for decisions regarding the membership and also current and future garden activities.
2. The (Your gardens' name here) Garden Council develops, interprets, and enforces the guidelines set forth herein the By-Laws. Each family leasing a plot is a (Your gardens' name here) Garden Member and will receive one vote per plot.
3. Only (Your gardens' name here) Garden Members may join the (Your gardens' name here) Garden Council. There are seven to eight (7-8) Executive Board members which obtain additional responsibilities.

### **Section 2.00, Election of Executive Board Members –**

The Executive Board will consist of seven to eight (7 to 8) members who include:

1. One (1) Garden Coordinator, five to six (5-6) Garden Stewards, and one (1) Garden Treasurer.
2. Executive Board members will be elected by a majority vote of all (Your gardens' name here) Members and will serve for one (1) year.

### **Section 3.00, Responsibilities of Executive Board Members –**

1. Executive Board members will meet as needed to review reports on garden progress; discuss plans for improvement, issues that arise, requests for expending dues, and work day efforts. They will determine any new work projects or action items that are needed and notify members of any issues that need to be resolved.
2. Executive Board members are responsible for new projects/enhancements, work day project decisions, and actions regarding membership renewals, cancellations or additions. Additional responsibilities for each Executive Board member are listed below.

#### **Responsibility of Garden Coordinator**

The Garden Coordinator presides over all meetings of the (Your gardens' name here) Garden Council and has the authority to sign legal documents and the authority to sign checks with a second signature on behalf of the organization.

Additional responsibilities include:

- Plan and conduct garden orientations for community gardeners, work projects, and general garden meetings

- Determine roles, responsibilities, expectations of garden organization, community gardeners and Garden Coordinator
- Help Garden Steward plan and implement social events, garden gatherings, and work projects in the garden
- Determine calendar of events for coming year with Garden Steward and Treasurer
- Responsible for all written records of the organization, notices of meetings, official correspondence and signing of legal documents.

### **Responsibility of the Five to Eight Garden Stewards**

The Garden Steward acts as the Garden Coordinator when the Garden Coordinator is absent.

Additional responsibilities include:

- Conduct routine clean-up/inspection rounds
- Address community gardeners concerns in a timely manner
- Act as a spokesperson for your garden - communicates garden needs
- Act as a link between the Community Gardening Coordinator and the gardeners in your Garden
- Help Community Gardening Coordinator plan and implement social events, garden gatherings, and work projects in the garden
- Monitor the garden for signs of theft and/or vandalism

### **Responsibility of Treasurer**

The treasurer is responsible for all financial records; due receipts, deposits, and has the authority to sign checks with a second signature required on behalf of the organization.

### **Section 4.00, Removing an Executive Board Member –**

In the event that an Executive Board member can no longer fulfill their responsibilities of their position, an interim Executive Board member will be elected by a majority vote of all (Your gardens' name here) members and will serve for the remainder of the former Executive Board member's one year term.

### **Section 5.00 Meetings**

1. Any change in policy and procedure must be voted on and passed by quorum (as defined below) of the Board at a properly scheduled Board meeting, notice of which having been published at least ten (10) days prior to such meeting. Such notice shall include the mailing or electronic transmission (email) of the proposed changes to all Board members.

2. The Board shall meet at least quarterly or when called into session by the Executive Committee to review financial reports; hear reports from the Executive Director, committee chairpersons, or other interested parties invited to address the organization; and take any necessary actions. A quorum of the Board shall be comprised of one (1) person more than one-half (1/2) of current Board membership.
3. At a regularly scheduled meeting held each November, the Board shall elect from its directors and officers the officers (Garden Coordinator, Treasure, Garden Stewards) to serve from January 1 to December 31 of the following year. If an officer, other than the Chairperson is unable to complete a term, the Board shall, within thirty (30) days, call for the election of a replacement to serve the unexpired term.
4. Board members shall serve without compensation except that out-of-pocket expenses may be reimbursed according to the policies and guidelines for expense reimbursement as established by the Board.
5. Minutes, including a financial report and a record of any actions shall be kept at each Board meeting. Board minutes shall be kept at a location agreed upon by board members.

## **Article VI – General Standards of Conduct for Executive Board Members**

### **Section 1.00**

1. The Board shall strictly adhere to the **CONFLICT OF INTEREST POLICY**, which is attached hereto and incorporated by reference.
2. Each Board member shall discharge his or her duties in good faith, with the care a prudent person in a like position would exercise under similar circumstances; and in a manner the Board member reasonably believes to be in the best interest of **(Your gardens' name here)**.

## **Article V – Operations**

### **Section 1.00.**

1. The organization's Fiscal Year shall be January 1 to December 31.
2. Board members elections shall be held at a regularly scheduled meeting each November.
3. An Annual Budget shall be prepared and the Board shall approve such Budget at its regularly scheduled meeting each November.
4. Funding shall consist of grants and donations.
5. The current edition of *Roberts Rules of Order Newly Revised* shall be the parliamentary authority governing meetings of the Board except as may otherwise be provided by law or these bylaws.

## **Article VI - Amendments**



**Section 1.00.** The Bylaws may be amended by a two-thirds (2/3) vote of the Executive Board. Proposed changes shall be submitted in writing to the Board at the previous regularly scheduled meeting or not less than thirty (30) days prior to any vote. Proxy voting shall be permitted.

#### **Article VII- Committees**

**Section 1.00.** The Board may, at its discretion, establish Standing and/or Ad-Hoc committees for the business purposes of (Your gardens' name here). The Board shall elect chairpersons for any authorized committees. The committee chairperson shall be responsible for recruiting persons to serve on the committee and for reporting meeting results to the Board. These chairpersons shall serve at the pleasure and direction of the Board.

#### **Article V – Dissolution**

**Section 1.00.** (Your garden's name here) may be dissolved with an affirmative vote of 2/3<sup>rd</sup>'s of the executive committee. If (Your garden's name here) should be dissolved its property, funds, and other assets shall be transferred to (Whoever here)