

# **THE HYATT PARK COMMUNITY GARDEN ASSOCIATION BY-LAWS**

PROMULGATED BY

THE HYATT PARK COMMUNITY GARDEN EXECUTIVE COMMITTEE

## **The Name of the Association:**

THE HYATT PARK COMMUNITY GARDEN ASSOCIATION.

## **The Objective of the Association:**

Provide and maintain garden organic vegetable garden plots within Hyatt Park, within the city of Hyattsville, MD at the corner Hamilton Street and 36<sup>th</sup> Avenue for its nutritional, recreational, educational, cultural and community development values.

## **Association Membership in Good Standing:**

Members of the garden considered to be in "Good Standing" are those individuals and/or families who:

- Have plots assigned to them by the Co-leaders, in concurrence with the Executive Committee,
- Keep their garden plots free from weeds, and rotting vegetables
- Keep paths adjacent to the gardeners' plots mulched with woodchips and free of obstructions, debris and weeds,
- Follow all garden rules.
- Water sensibly, coil hoses in designated areas on completion of use,
- Clean and return tools to their proper storage location after use,
- Pay annual dues no later than February 15<sup>th</sup> (returning members) and March 1<sup>st</sup> (new members) and provide, in writing to the co-leaders, their intention to garden during that gardening year,
- Have access to an internet email account that is checked at a minimum of twice per week, for garden notices,
- Vote to elect officers and to amend or ratify the by-laws, and
- Are also referred to as "Garden Members", or "members."
- Follows a community "code of conduct", which includes participation with the garden as a whole and behaves appropriately, with respect and consideration towards other gardeners as well as the leaders of the garden.

## **Membership shall cease when:**

- The member's assigned garden plot is terminated by the co-lead(s) with consent of the Executive Committee,
- The member voluntarily relinquishes his/her assigned garden plot.
- The member abandons their assigned plot without notification
- Fails to follow the basic tenants of a community's "code of conduct"

## **Association Meetings:**

There shall be 2 semi-annual meetings of the Hyatt Park Community Garden Association:

- In November, for election of Association officers
- In March, to discuss gardening technique and garden business.

The Executive Committee may call a Special Meeting at any time. Garden members shall be given seven (7) days written notice (either by post or email) of the time and place of all meetings.

**Voting**

In addition to the regularly scheduled election of officers, members in good standing shall periodically be required to vote on issues of business related to the community garden. These issues include, but are not limited to changes in rules, the expenditure of garden funds, and the scheduling and performing of activities being conducted in the name of the Hyatt Park Community Garden Association.

**Quorum**

A quorum of gardeners shall constitute 25% of garden membership in good standing. The member must be present at the meeting to vote. Voting by proxy or in absentia will not be allowed.

**Cultural Accommodation:**

The Hyatt Park Community Garden will make every effort to be inclusive of all cultures and will be inviting of diversity, providing, as practicable, translations of rules and garden information to ensure the most diverse representation of cultures, reflecting the demographics of the community of Hyattsville.

**The Assignment of Garden Plots:**

The Plot Coordinator will assign garden plots annually, in concurrence with the Executive Committee. Blank garden applications are available on-line, from the Plot Coordinator, or from the Co-leaders of the garden. Garden plots will be initially assigned chronologically, based on the date on the garden application. The plot coordinator shall create a garden waiting list for individuals wishing to have a plot in the Hyatt Park Community Garden in the event that all available garden plots have been filled. New gardeners will be selected from this waiting list based on the date of their application to the garden. Refer to the garden rules for more information.

**Elected Officers (Executive Committee):**

- Two Co-leaders
- Secretary
- Treasurer
- Plot Coordinator

**Terms of Office:**

All officers will be elected for 2-year terms.

**Garden Officer Elections:**

Garden members at the November Hyatt Community Garden meeting shall elect officers through a majority show of hands.

**Officer Duties:**

All garden officers retain voting privileges in all matters relating to the garden community as a whole, and voting decisions of the Executive Committee.

**Co-leaders**

The Co-leader will serve as the senior leader, selecting the chairs for the crews and committees, and will, at their discretion, delegate leadership responsibilities to the junior co-leader. These responsibilities include:

- a. Call and reside over scheduled and called meetings of the community garden membership and the Executive Committee.
- b. Carry out the policies and operation of the Association.
- c. Use Association funds (reflected in a majority vote of the garden membership) for the purchase of equipment, materials and labor necessary for the operation and maintenance of the Hyatt Park Garden.
- d. Act as liaison for the Association with the City of Hyattsville in matters relating to the garden.
- e. Bring to the attention of the members such matters of business as are in the interest of the Association.
- f. Draft and send all notices of meetings and conduct such other correspondence as may be required.
- g. Audit quarterly the fiscal accounts of the Association
- h. Discuss and coordinate a plan with the Plot Coordinator and Landscape and Maintenance Team Lead regarding any abandoned plot(s).

### **Secretary**

1. Records the minutes of the meetings of the Association
2. Update and maintain the Garden website (or appoint an assistant to complete this)

### **Treasurer**

1. Receive all dues and monies; Do banking and make payments as required and authorized. Make reports as required.
2. Maintain records of the Association's money to include:
  - a. Annual dues paid by gardeners.
  - b. Expenditures, disbursements and encumbrances derived from garden dues.

### **Plot Coordinator**

1. Maintain a list of applicants and assigned garden plots
2. Advise the co-leaders of garden plots not in use and available for reassignment.
3. Update and maintain the Community Garden database

### **Executive Committee**

The Executive Committee shall consist of five (5) elected officers.

The duties of the Executive Committee shall be to:

1. Draft, adopt, and periodically amend the rules for garden plots and paths, their use and their maintenance to be observed by members.
2. Assign garden plots for the garden season to members in good standing and approve new members.
3. Terminate garden membership as a result of the member's failure to comply with the official garden rules, in accordance with the following actions:
  - a. Written notice of the nature of the infraction(s) of the rules (either by post or email) will be provided to the gardener by the Executive Committee.
  - b. This notification shall include a description of the actions necessary to remedy the violation.
  - c. Should the gardener fail to follow the actions necessary to resolve the rule violation within 2 weeks of the posting and/or emailing of the notice of violation, the gardener shall forfeit all of their garden

privileges. This plot shall then be offered, first, to a gardener in good standing (requiring the gardener to relinquishing their current plot, and returning it to the garden inventory.)

d. Should no current gardener request the newly vacated plot, it will then be offered to the first prospective gardener on the waiting list.

4. Determine the amount of the members' annual dues and fees based on the Association's annual operating expenses, equipment costs, general garden maintenance, and the cost of community services.
5. Approve and authorize payment from Association funds for all disbursements.
6. Administer any other business of the Association, as it may, from time to time, deem necessary for the good working order of the Association and the Garden.

### **Garden Teams**

The Executive Committee will request gardeners at the beginning of each year to consider volunteering for leading any of the Garden Teams.

- Plot Monitor(s) - ensure the all plots meet the standards as stated in the garden rules & bylaws.
- Composting - lead & coordinate composting work in the garden and ensure that composting rules are enforced.
- Landscape and Maintenance - coordinate tasks for garden work days.
- Perimeter - maintain all perimeter paths of the garden.
- Pest Control - maintain pest maintenance plan.

### **Garden Support Leads**

The Executive Committee will request gardeners at the beginning of each year to consider volunteering for leading any of the Garden Support Leads.

- Communications and Outreach - lead efforts for garden recruitment.
- Events - coordinate annual picnic and other garden events.