

THE HEURICH PARK COMMUNITY GARDEN ASSOCIATION BY-LAWS

PROMULGATED BY
THE HEURICH PARK COMMUNITY GARDEN EXECUTIVE COMMITTEE

The Name of the Association:

THE HEURICH PARK COMMUNITY GARDEN ASSOCIATION.

The Objective of the Association:

Provide and maintain organic vegetable garden plots within Heurich Park, within the city of Hyattsville, MD on Nicholson Street near Ager Road 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,
- 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 April 1st, 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.”

Membership shall cease when:

- The member's assigned garden plot is terminated by the Executive Committee,
- The member voluntarily relinquishes his/her assigned garden plot.

Association Meetings:

There shall be 2 semi-annual meetings of the Heurich 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 Heurich 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 Heurich 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:

Garden plots will be assigned annually by the Plot Coordinator, in concurrence with the co-leaders and the Executive Committee. Blank garden applications are available on-line, from the Plot Coordinator, or from the Co-leaders of the garden. In the initial garden plot assignments, plots will be assigned by lottery. After the initial year of the garden, plots will be assigned chronologically, based on the date on the garden application. Only one garden plot will be available to a gardener and/or their household.

By January 15 of each year, all garden members shall resubmit an application to confirm their intention to return to the garden and whether they would like to maintain their current plot or change plots. Garden members are encouraged to maintain their previous year's plot. Confirmation of plot must be received within seven (7) days of notification otherwise plot will be offered to gardener on the waiting list.

Gardeners who fail to meet the standards of "good standing" (above) from the previous year will forfeit their garden privilege in the subsequent year. These individuals may reapply for a garden plot, following a one-year absence from the garden, and no special consideration will be extended regarding plot allocation.

New gardeners shall be assigned plots after the plot requests of member gardeners are satisfied.

A garden waiting list shall be created by the plot coordinator for individuals wishing to have a plot in the Heurich 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.

Elected Officers:

Two Co-leaders

Secretary

Treasurer

Terms of Office:

Two years, with elections for co-leaders on alternating years. During the first election for co-leaders one co-leader will be elected for a single year term.

All other officers will be elected for 2-year terms.

Garden Officer Elections:

Officers shall be elected through a majority show of hands by gardener members at the community garden meeting in November. During the first year, the election of officers shall be conducted within a month following the approval of the garden by the City of Hyattsville.

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 with one year of service remaining in their tenure 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 Heurich 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) Maintain a list of applicants and assigned garden plots.
- g) Audit quarterly the fiscal accounts of the Association.

Secretary

- a) Record the minutes of the meetings of the Association, and to act as custodian of records, including a current listing of garden plots, their location and to whom they are assigned, as provided by the plot coordinator.
- b) Draft and send all notices of meetings, applications, and renewal forms, and conduct such other correspondence as may be required by the co-leaders.
- c) Advise the co-leaders of garden plots not in use and available for reassignment.
- d) Appoint an Assistant Secretary and keep them informed of all actions.

Treasurer

- a) Receive all dues and monies and maintain a record of names of persons paying the same and dates received, and account thereof.

- b) Appoint an Assistant Treasurer (if necessary) and keep them informed of all actions.
- c) Do banking and make payments as required and authorized.
- d) Make reports as required.
- e) Maintain records of the Association's money to include:
 - 1. Reimbursable deposits assessed for each plot,
 - 2. Annual dues paid by gardeners of plot use,
 - 3. Expenditures, disbursements and encumbrances derived from garden dues.

Executive Committee

The Executive Committee shall consist of seven (7) members: the four elected officers and the chairs of the Grounds and Maintenance Coordinators (2), Plot Coordinator. The duties of the Executive Committee shall be to:

- a) Draft, adopt, and periodically amend the rules for garden plots and paths, their use and their maintenance to be observed by members.
- b) In conjunction with the Co-leaders, assign garden plots for the garden season to members in good standing and approve new members.
- c) Terminate garden membership as a result of the member's failure to comply with the official garden rules, in accordance with the following actions:
 - 1) 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.
 - 2) This notification shall include a description of the actions necessary to remedy the violation.
 - 3) 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.
 - 4) The newly vacated plot, it will then be offered to the first prospective gardener on the waiting list.
- d) Determine the amount of the members' annual dues and fees based on the Association's annual operating expenses, equipment costs, water services cost, general garden maintenance, and the cost of community services.
- e) Approve and authorize payment from Association funds for all disbursements
- f) 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