

**CHOCOLAY COMMUNITY GARDENS
BYLAWS
Approved November 01, 2012**

This document contains the bylaws of the Chocolay (Michigan) Community Gardens, herein after referred to as “CCG.”

The full official name of the organization is Chocolay Community Gardens.

The purpose of CCG is four-fold: 1) To promote and provide garden space for residents of Chocolay Township, and adjoining jurisdictions 2) To educate residents of Chocolay Township about gardening annual vegetables, fruits, and flowers, 3) To provide a children’s garden if possible, or raise vegetables, fruits, and flowers for donation to local food banks and charity, and 4) Provide accessible gardening opportunities.

The CCG shall: 1) keep the garden space at Harvey Baptist Church, herein after referred to as the “site,” suitable for growing annual vegetables, fruits, and flowers, 2) have all garden beds rented each year, 3) keep CCG financially solvent, 4) offer garden space for residents of Chocolay Township and surrounding municipalities, 5) expand the garden space so as to accommodate all interested residents of Chocolay Township and surrounding municipalities, when prudent and 6) maintain affiliation with the American Community Gardening Association (ACGA).

The garden site is located behind the Harvey Baptist Church, 224 Silver Creek Road in Harvey. Beds are small (5 ft x 10 ft), and large (5 ft x 16 ft). Annual bed rental fees are listed in “Appendix A Bed Rental Agreement.” Receipts will be collected and held at an account at Marquette Community Credit Union.

The CCG fiscal year follows the calendar year and ends on December 31. CCG will accept donations of in-kind service from the Marquette Breakfast Rotary and other service clubs, for as long as Marquette Breakfast Rotary and others are interested and willing.

From funds received from annual garden bed rental and donations, CCG Board of Directors shall have the authority to purchase tools and soil amendments and to pay other expenses as authorized by the Board.

At least one bed shall be dedicated as a community children’s bed. The Board of Directors shall select the group or organization for the use of the community bed. If the group or organization using a garden bed for the current year remains in good standing, said group retains the right of first consideration for the garden bed for the next year.

At least one bed shall be dedicated as a giving bed, with the purpose of growing food to be donated to local food pantries.

I RULES OF MEMBERSHIP

Membership of CCG can include residents of Chocolay Township, Michigan and surrounding municipalities. Membership of the CCG shall include each person designated as the renter of a garden bed, herein after referred to as a “Member.” The garden is limited to one garden bed per

member household. Each member shall only be entitled to one vote on matters before the Membership.

Members shall obey the written rules, policies, and procedures in “Appendix A Bed Rental Agreement.” Garden beds shall only be used for growing annual vegetables, fruits, and flowers. Perennials are not permitted in the garden. All garden debris shall be placed in the composting areas. As compost becomes available, it may be used by Members. Members must supply their own seeds, plants, and fertilizer needed to care and grow their crops. The garden is organic, with the exception that synthetic chemical fertilizers may be used. Synthetic chemical weed and insect killers, i.e., pesticides, insecticides, fungicides herbicides are not permitted in the garden.

Members shall obey all other rules and regulations that are put in place by the Board because of unforeseen circumstances. If neglect of a garden bed or a failure to abide by the rules occurs, the Board shall decide the appropriate action, including canceling the garden bed agreement. The President shall notify the Member of the action.

Shared work will occur at the annual Spring and Fall work days and the monthly work days. The Board shall determine the tasks to be completed on workdays. Members are required to attend a minimum of 2 scheduled work sessions per season. Members must plant their beds no later than June 15 and clear their beds no later than the day before the last workday of the season. Members are required to keep their beds and a perimeter of one foot around the perimeter of their beds weed-free throughout the season. Violation of these CCG rules and others as determined by the Board of Directors will result in forfeiture of bed/rental agreement. Members who have complied with CCG rules will be considered Members In Good Standing for the following year.

II. RENTAL PROCEDURE

The rental schedule will fall on the same dates every year. Members In Good Standing may renew membership and previous year’s bed between February 14 to 28. Forfeited bed rental: March 1 to 7. General public: March 8 to 21. Sign up must be done in person at the Chocoley Township Hall. Fees must be paid at the time of registration. If any date falls on a day that the Chocoley Township business office is not open for business, the effective date shall be the next day the office is open.

Members In Good Standing retain the right of first consideration for their garden beds for the next year. Membership status notification will be made by mail during the month of November, directly following the annual meeting. Returning Members In Good Standing may pre-pay for the next year after receiving notification from the Board. Such members will need to return to the Chocoley Township to fill out paper work during the regularly scheduled sign up period in February, unless prior arrangements have been made.

Any Member In Good Standing may move to a forfeited bed. Reassignment of beds will occur on a first-come-first-served basis during the forfeited bed rental period. Fees will be determined by the size of the bed rented. Membership may not be transferred.

III OFFICERS AND BOARD OF DIRECTORS

The Board of Directors of CCG, herein after referred to as the “Board” shall have 3-4 board members. Officers of the Board shall include a president, vice-president, treasurer, and secretary. Each remaining director will agree to manage one of the following areas of the CCG:

communications, community outreach, compost, and other areas that may be in the future created.

The duties of the Board are: 1) To review bed applications and make bed assignments, 2) To administer and revise guidelines and rules, 3) To resolve conflicts between Members, 4) To make decisions regarding donations and purchases, and 5) To prepare future plans for the garden, 6) To be responsible for enforcing the written rules, including deciding if a member has violated CCGG regulations and must forfeit his/her garden bed for the following year, and 7) To be the final judge in settling any disputes concerning the garden beds.

The Officers and the Board shall serve without compensation, but shall be reimbursed for expenses necessary to carry out their duties. Each director will be responsible for supervising two or more work days per season.

The Board shall have meetings scheduled for the _____ of each month, or at such date and time that the President shall designate. A quorum shall be three directors for any Board meeting. Decisions of the CCG will be made by a simple majority of the Board.

New Board Directors shall be appointed by exiting or standing board. Eligible Board Directors may nominate themselves for reelection. Board Directors terms are two years. There is no limit to number of terms served. Officers and the Board shall be elected for the upcoming year by the existing Board members at the November Board meeting. Newly elected Directors begin their terms on January 1. Roles and responsibilities are determined at the January meeting.

The duties of the president are: 1) to be the designated spokesperson of CCG to the community, Choclay Township officials, and the Harvey Baptist Church, 2) to call meetings of the Board of Directors and to set the agenda, 3) to carry out the duties of any officer not present at a Board meeting, and 4) to monitor the member compliance and adherence to CCG rules.

The duties of the vice-president are: 1) to carry out the duties of the president, in the absence of the president, 2) to set work day schedule for each gardening season, 3) be responsible for special events, including scheduling and making arrangements for the Annual Spring and Fall work days, monthly work days, the Annual Fall Meeting and Harvest Dinner, and any other CCG events.

The duties of the treasurer are: 1) to keep accurate financial records of the CCG, including an accounting of all CCG receipts and expenditures for each fiscal year 2) to create a financial statement of the fiscal year and presented to the Members at the annual Fall meeting.

The duties of the secretary are: 1) to record accurate minutes of each Board meeting and to distribute those minutes to the Board members not later than the next regularly scheduled Board meeting, 2) to maintain record of minutes and to make them available to Members upon request, and 3) keep an accurate record of actions items.

The duties of the communication director are 1) to maintain mailing and email lists of the current membership, 2) maintain the CCG website and or Facebook page, 3) to maintain bulletin boards and postings at each site, and 4) to deploy other communications at the direction of the board.

The duties of the community outreach coordinator are 1) to plant and maintain the giving bed, 2)

distribute giving bed harvest to local food pantries and report on output 3) coordinate the use and maintenance of children's and common beds.

The duties of the compost coordinator are 1) to keep compost bins in good repair, 2) to coordinate the processing of the compost for use by Members, and 3) secure soil amendments for each site as needed.

IV SPECIAL COMMITTEES

CCG shall have special committees at the discretion of the Board. Their purpose and how they operate shall be determined by the Board. All special committees shall have a chairperson and report minutes in a manner like the Board.

V AMENDMENTS TO THE BYLAWS

The Bylaws may be rescinded or amended by submitting an amendment to the Board at or before the last regular Board meeting before the Fall Meeting. The Board shall consider the amendment and either recommend or not recommend approval. The Board shall vote on all issues regarding the bylaws and an affirmative vote requires approval by a simple majority of the Board.

VI APPENDIX

A. Rental Agreement between CCG and gardeners.

VII APPROVAL

Bylaws were recommended for approval by the CCG Board on _01 Nov 2012_____.

Bylaws were presented to CCG Members for approval at the Annual Meeting, 01 Nov, 2012.