

## Lively Acres Community Garden Bylaws

We, the members of the Lively Acres Community Garden, agree to the following. We acknowledge as a primary philosophy that we will not discriminate against anyone because of nationality, religion, race, sex, age, or political beliefs.

### GARDEN RULES

We agree to maintain an active set of guidelines (Gardener Agreement) for behavior in the garden and to allow for any person in the neighborhood to participate in the garden as long as there is available space and they are willing to abide by the rules. The rules outlined in the agreement have been established and if needed, can only be changed by the decision-making process listed below.

### DECISION MAKING PROCESS

We shall use a consensus model of decision making at our regular meetings. This means that all members present must agree on proposed items and should be polled for consensus. Major objections will cause an item to be re-submitted to the group at a time when these objections can be addressed. We understand that we will be collectively responsible for the decision-making process. Everyone will receive a copy of the agenda prior to the meeting. The garden coordinators will generate agendas for each meeting. The officers will conduct three (3) Garden Meetings per year on the second Thursday of April, July and October. Officers will be elected at the October Annual Meeting. For a Garden Meeting decision to be valid a quorum of no less than two (2) officers and three (3) gardeners must be present.

### OFFICERS

We will elect, at our annual meeting, the positions below. The Garden Committee shall be made up of three (3) elected members of the garden. (All members who have paid their fees can vote). The officers shall then be elected by a consensus of the members present at the meeting. Officers will meet as needed to conduct garden business.

#### Garden Coordinator

The Garden Coordinator is responsible for facilitating meetings, making contact with members about fees, assigning plots, contracts and rules, etc. The coordinator also acts as the group's representative at the Civic Garden Center's Neighborhood Gardens Council meetings. Additionally, the coordinator will be a co-signer on the checking account, along with the treasurer.

#### Secretary / Membership Coordinator

Secretary / Membership Coordinator is responsible for notifying members about meetings, documentation volunteer hours, recording meeting minutes, managing mail, and maintaining garden files.

#### Treasurer

The Treasurer will keep track of the garden group's money by maintaining a checking account, collecting gardening fees, writing checks for water bills and other expenses approved by the group. The Treasurer will also keep track of income/expenses and have these available to anyone who requests them. Expenditures of more than \$150.00 must be approved first at a regular meeting of the garden committee. The Treasurer will present a finance report at the Garden Meetings. Treasurer will allocate money to the person(s) making a purchase(s) and that person will provide the Treasurer with a receipt and/or appropriation documentation of expenditure.