

## **Bylaws for the Summer Winter Community Garden, Updated 2019**

The Summer Winter Community Garden is a volunteer organization created to utilize the property at 33<sup>rd</sup> and Race Streets for the benefit of the gardeners and the enjoyment of our neighbors. The land is owned by the Philadelphia Redevelopment Authority from whom the Neighborhood Gardens Association (<http://www.ngalandtrust.org/>) leases the land on behalf of the gardeners.

The final authority in all garden matters is the General Membership Meeting, to be held semi-annually. All members are asked to attend. Voting will be on the basis of one plot = one vote. Consensus is the preferred method of decision-making, but if consensus seems impossible, a simple majority settles the question.

The Garden's Executive Committee, which meets monthly, has authority delegated by the General Membership to make decisions throughout the year. All current garden members are welcome to attend Executive Committee meetings, though the right to vote on decisions will be limited to current garden members who have attended three of the previous five Executive Committee meetings. The dates of meetings will be posted on the Garden's website (<http://summerwintergarden.org/>).

Positions on the Executive Committee are open to current garden members and will include: 1) Treasurer: The Treasurer will keep records of money received from dues and other sources. The Treasurer will disburse money only on the approval either of the General Membership Meeting or of the Executive Committee. The Treasurer will prepare a report for each General Membership Meeting and Executive Committee meeting. 2) Membership Coordinators: one Coordinator will be responsible for renewals of current gardeners and a second coordinator will be responsible for receiving applications for new membership, and showing and assigning plots to new members. 3) Communications Coordinator(s) or Committee: one or more gardeners will share tasks of convening Executive Committee meetings, preparing agendas, communications with general membership through a regular email newsletter, responding to email sent to the garden's email address, etc. 4) Recording Secretary: One participant will be responsible for keeping minutes of the meetings for distribution to the general membership. In case of this person's absence, another member may substitute. 5) Landscape Planner(s): this gardener or gardeners will develop plans for design of the common areas, purchasing of plants and materials for common areas, and maintaining garden map. 6) Workday Coordinator: maintains records of each gardener's volunteer hours, both during and outside of workday times. Members of the Executive Committee will coordinate workdays or delegate this responsibility according to individual availability. 7) Volunteer Coordinator – This coordinator will organize and oversee the activities of volunteers who are not Garden members but have offered to assist with Garden projects.

All property is under the management of the Executive Committee and the General Membership Meeting. Major projects will be initiated, discussed, and decided on at Executive Committee meetings, with input from the General Membership Meeting whenever possible. No projects shall be undertaken or modified without the approval of the Executive Committee, with input

from the General Membership Meeting when possible. No garden property may be lent out without the approval of the Executive Committee.

Prospective members need to submit an application form to the New Member Coordinator. Available plots will be assigned in the order in which applications are received. Dues for the plots are fifteen cents (\$0.15) per square foot, but the dues may be changed at a General Membership Meeting. Dues for returning gardeners are due by April 15. If the dues have not been paid by that date, the plot may be assigned to another gardener. Plot dues for new gardeners are due within two weeks of assignment of the plot. Checks, money orders, or applicable online payment should be made out to “Summer Winter Community Garden” and given or sent to the Treasurer.

Each assigned plot must have an individual member who is responsible to ensure that all membership responsibilities are carried out. If a group will be using the plot, the responsible individual must be designated on the application form; this role cannot be transferred within the group without official written notice to the Membership Coordinator.

#### Plot Maintenance

1. We participate in best practices in organic gardening. Use of hazardous herbicides, pesticides, and commercial fertilizers is permitted.
2. Plots must be clean and planted by May 15<sup>th</sup>. If not, the plot may be made available to someone else, with no refund of dues paid.
3. Weeding of the plot and adjacent paths and fences is the responsibility of the plot gardener(s). If a gardener fails to maintain the property in the opinion of the Membership Coordinators, with input from other Executive Committee members, the gardener will be informed and given two weeks to rectify the situation. If the situation is not rectified, the plot may be made available to someone else, with no refund of dues paid.
4. Gardeners must be able to foresee spending a minimum of two to three hours every week for the duration of the growing season working in and around their plots.
5. Gardeners are expected to compost or remove weeds from their own plot. Please DO NOT put weeds from your plot in the common compost bins, which are reserved for weeds from the common areas of the garden.
6. Plots must be prepared for the winter by the end of December, meaning dead plant material and stakes, etc. are removed and, ideally, a cover crop is planted.
7. No trees should be planted on individual plots.
8. Gardeners are not authorized to circumvent the application process and give away their plots.

#### Gardener Responsibilities

1. To be respectful of and helpful to fellow gardeners and to all who live near or pass through the garden.
2. To maintain garden equipment and facilities, and to leave the condition of the garden and its environs in at least as good a condition as when you entered—turn off the water, clean and store tools, and so on. Be sure that no one is in the garden when you lock up.
3. To participate in at least three Garden Work Days (a work day defined as at least 3 hours). These days usually take place at least once a month during the growing season. Projects for these days are decided at the preceding Executive Committee meeting.

Sometimes we have a number of student volunteers to help, in which case you may be asked to supervise others.

If a gardener's schedule makes it impossible to take part in the official Work Days, the gardener can substitute 12 hours of volunteer work time on public spaces at a time of his/her choice. The gardener is responsible for informing the Workday Coordinator by email about these hours at [summerwintergarden@gmail.com](mailto:summerwintergarden@gmail.com).

#### Garden Services

The garden provides water and tools. Periodically the garden arranges deliveries of truckloads of woodchips, compost, topsoil, sand, and mulch. These materials are shared among all gardeners for the general improvement of the entire garden ecosystem as well as the individual plots. It is also customary for individual members to share plants, seeds, and gardening wisdom.

These Bylaws may be amended on the recommendation of the Executive Committee and the approval of the General Membership Meeting.

These Bylaws may be adopted by the approval of two consecutive Executive Committee monthly meetings, pending the approval of the next General Membership Meeting.

I understand that neither the garden group nor the owners of the land are responsible for my actions. I further agree to hold harmless the garden group and the owners of the land for any liability, damage, loss, or claim that occurs in connection with use of the garden by me or any of my guests.

I understand all these rules and regulations and promise to follow them in good conscience.

#### Amendments approved 2019

- 1) Voting rights of garden members and executive committee members contingent upon workdays being attended and dues being paid, following policies
- 2) Create a position "chairperson" of the executive committee which organizes Executive Committee activity and represents the garden formerly to other organizations