

## **Chatham Community Garden Association By- Laws** **February 2015**

The Chatham Community Garden Association members are plot holders in the Chatham Community Garden (CCG) located at 38 Lime Hill Road, Chatham, MA. The mailing address is Box 266, West Chatham, MA, 02669.

The Chatham Community Garden Association (CCGA) is a community garden whose plot holders practice organic methods. It is a 501c3 organization under the auspices of the Lower Cape Outreach Council (LCOC). It is on privately owned leased land and managed by a board of directors.

The Chatham Community Garden is designed to:

- a. provide plots for gardeners to grow fresh produce organically for their own use
- b. raise fresh produce for the Chatham Food Pantry.

Gardeners are required to use organic methods and are required to participate in community efforts to maintain the common property.

Membership is open to all residents of Chatham as space is available. Plot fees will be determined by the board of directors annually. The goal of the CCG is to be financially self sufficient. Any excess funds can be donated to the LCOC.

There will be a spring annual membership meeting. It is anticipated it will be held in April. The actual date will be determined by the Board of Directors and called with at least one week's notice to the plot holders. Any available plots and plot changes will be assigned at this meeting via lottery.

It is anticipated that there will be board meetings held before each membership meeting. Additional Board Meetings can be called at the request of 2 or more board members with 48 hours notice to all board members.

A nominating committee for board members will be appointed during the fall board meeting. Their report and the election of board members shall occur at the spring meeting.

The Board of Directors will consist of 7 members, the land owner is an ex-officio member of the board. The officers are a Chair, a Treasurer and a Secretary. There are four members at large. All board members are elected by the CCGA during the annual meeting. The term of office is two years and may be renewed. Each member has one vote. A quorum of four is required to conduct business. A board member may be present electronically. All decisions require a majority vote of the board present at the meeting. A garden manager is appointed by the board.

**Responsibilities of the Board of Directors:** The responsibility of the board is to provide guidance and oversight of the Garden community. The board will determine the dates of all meetings.

The Chair is the principal spokesperson for the CCGA and should preside over meetings. The Chair will establish committees and appoint members to these committees as needed.

The Chair prepares and distributes all agendas at least 48 hours prior to any meeting. The Chair is authorized and empowered to sign communications, receipts and other instruments requiring the signature of an authorized representative of the board. The Chair will appoint 3 board members to a nominating committee. The committee will prepare a list of nominees and report to the spring meeting.

The Treasurer shall receive monies, keep the accounts and pay the bills according to arrangements with LCOC. The Treasurer receives and distributes all funds of the CCGA. At each meeting the Treasurer shall report on the financial status of the Association. The Treasurer also prepares a complete financial report for distribution at the spring annual meeting. Bills are paid by the Treasurer of the LCOC at the direction of the CCGA Treasurer.

The Secretary will receive applications, and send waivers of liability, and rules and regulations annually to each plot holder. The Secretary shall prepare minutes of all CCGA meetings. The Secretary shall have charge of all records, files, minutes and official records of the CCGA. The Secretary will keep a list of garden applicants and requests for plot changes from garden members which will include the date the request/application was received. The Secretary is authorized and empowered to sign communications, receipts and other instruments requiring the signature of an authorized representative of the Board.

The Board Members represent all garden members. Each member shall attend and vote at all board meetings. The members will serve on committees established by the Chair.

**The Garden Manager** will oversee the maintenance of the garden, set the community work times with the board and keep track of all plot holders community work hours. The Garden Manager is appointed by the board and serves at the pleasure of the board.

**Community Service is required of each plot holder.** It is anticipated that each holder of a full plot will provide 12 hours and half plot holders will provide 6 hours of service in the common areas of the garden. The Garden Manager will keep records of this service requirement and report any deficiencies to the board.

Each plot holder is required to sign a yearly Release Form before performing any garden activity. Plot holders are required to uphold the Rules and Regulations of the CCGA.

These By-Laws may be amended or rescinded by two thirds of the membership present at any meeting as long as the proposed By-Law changes are communicated to the membership at least 30 days prior to the voting meeting.