

ALTADENA COMMUNITY GARDEN BY-LAWS
(updated 4.8.2017)

ARTICLE I. MEMBERSHIP

- A. Membership is open to all Los Angeles County residents.
- B. One plot per household.
- C. Applications will be taken on a first come, first served basis.
- D. A waiting list for the community at large (Los Angeles County residents) will be posted and put into effect when all plots have been assigned.
- E. All members must sign a membership agreement at the time the plot is assigned.
- F. Those members desiring a plot other than the one they now have, will be placed on an internal list that will be posted. They will be assigned a new plot as it becomes available before those on the community at large list. Members are allowed to change plots twice only. Old plots must be cleaned of weeds and debris before exchanging. Those gardeners receiving new plots will give up all rights to their old plots.
- G. An Associate member is a fully participating member, assisting a gardener to cultivate his/her plot. An associate member has all of the rights and responsibilities of a full member, but will pay only annual dues. If an associate member wishes to become a full member and acquire his/her own plot, he/she must go through the normal application process.
- H. The Altadena Community Garden Annual Picnic is an annual community outreach event that may also support the Garden's financial activities. The annual picnic and educational programs provide the community at large with an opportunity to support and enjoy activities of the Garden. All members of the Altadena Community Garden are encouraged to support and to participate in the annual picnic and other programs/activities of the Garden.

ARTICLE II. FEES

- A. Membership fees are \$30.00 per year for a regular plot with an additional \$43.00 general maintenance fee. The general maintenance fee is non-refundable. Fees are payable in advance, preferably annually, but in case of hardship, we will accept the fee on a semi-annual basis. Handicap plots shall be free membership dues but must pay the maintenance fee. The lessee of a handicap plot must present proof of disability.
- B. There will be a \$4.00 fee for all keys and a \$75.00 clean-up deposit for all new members. Keys for the tiller will be given only to trained gardeners.
- C. Upon leaving the garden, the clean up deposit will be refunded when the gardener clears the weeds and debris from his/her plot and returns the keys.

D. Non-payment of fees will result in loss of plot. Fees are due and payable on January 1st and delinquent January 31st. Beyond that date, the Executive Board will send members a 10-day extension notice prior to termination action.

ARTICLE III. POLICIES

- A. As a community garden that is open to the public, the main gate may remain open when gardeners are in the garden. However, if a gardener feels that his/her safety is in jeopardy, the gate may be closed and/or locked. The last person or gardener entering or leaving the garden shall be responsible for making sure that the shed is locked and locking the gate.
- B. No plot shall be traded without prior approval of the Executive Board.
- C. All plots and surrounding paths shall be kept free of weeds, grass, rocks and materials not in use.
- D. Plot cultivation should not encroach onto the paths.
- E. There will be monthly inspections of all garden plots. Plot numbers should be exposed. If poor maintenance exists, the gardener shall be given 30 days to correct the violation. If the violation is not corrected in 30 days, or if there are more than three violations in a year, the plot may be reassigned by the Executive Board.
- F. Sale of garden produce is prohibited.
- G. Seeing-eye dogs are the only pets allowed in the garden.
- H. A plot must be worked by the lessee with assistance only from immediate family members or an associate member. Lessee and associate members must have an orientation of the garden policies before they are allowed to work in their plot. Any other persons utilized for part-time work must be approved the Executive board.
- I. No illegal crops or trees.
- J. Parents or guardians will be held responsible for conduct or damage done by their children or any of their guest's children. Damage caused in other plots must be repaired in a manner that is satisfactory to the Executive Board at no expense to the owner of the damaged plot. No extracurricular activities, picnics, meetings, or gatherings of more than five people, including children, will be allowed without approval of the Executive Board prior to the gathering. Climbing of the trees is strictly forbidden.
- K. Overhead watering is permitted only if watering is kept within your plot area.
- L. Garden plots shall be under cultivation year round. If there are extenuating circumstances for not doing so, the Executive Board may allow a fallow time (free from weeds) not to exceed six (6) months. Approval of the Executive Board must be obtained in advance. A letter from the plot owner must be submitted, outlining the details of the extenuating circumstances. Otherwise, the policy will be enforced.
- M. Firearms and intoxicants (alcohol, drugs, marijuana, etc.) are prohibited in the garden.

- N. There shall be no absentee lessees.
- O. All Garden owned tools and wheelbarrows must be returned to the respective sheds before a member has left for the day. No Garden owned tools, wheelbarrows or equipment can be left Overnight in a member's plot. If the dumpster is full, all debris collected in a member's plot must be Left in that plot (and the wheelbarrow put away) until space becomes available in the dumpster.
- P. Except as specifically listed below, removal of anything from the garden's property, including its public spaces or tool sheds, or from another gardener's plot without their permission, is strictly prohibited. Doing so will result in immediate termination from the garden.
- i. Common area fruit trees (except Avocado): Fruits of these trees are available on a first come, first taken basis. The Garden requests that members exercise restraint and remember to give everyone a chance to enjoy a share.
 - ii. Common area flowers around the deck, cactus gardens, herb garden and rose gardens:
 - (a) Cutting or removing flowers from around the deck or cactus/succulent from the cactus/succulent gardens is strictly prohibited.
 - (b). Cutting herbs from the herb garden and/or roses from the rose gardens is allowed. The Garden requests that members exercise restraint and remember to give everyone a chance to enjoy a share.
 - iii. Avocado tree: Fruits from the avocado tree shall exclusively be picked and distributed under the direction of the Garden President and/or Vice President. It is strictly prohibited for members to pick avocados themselves.
 - iv. Plants outside the Garden fence: Fruits and flowers are available to all, as part of the Garden's Corner Beautification Project.
 - v. Items at/on covered picnic table adjacent to concrete-block shed: Items left in this area are free for the taking, and again, the Garden requests that members exercise restraint and remember to give everyone a chance to enjoy a share.
- Q. Removing anything from another gardener's plot without their permission is prohibited. Doing so will result in immediate termination of garden membership.
- R. Any member using a handicap plot must be able to cultivate their plot regardless of limitations. Either an individual or a group may use these plots. However, a group must provide proof of liability insurance to the Loma Alta Park Recreation Supervisor.
- S. Storing water in open cans or buckets is not permitted.
- T. When a plot becomes available for a new gardener, no gardener shall remove anything from the plot without permission from the Executive Board.
- U. In the spirit of our mission statement, we must all work together to create a safe, secure and injury-free garden environment. The Garden has zero tolerance of abusive behavior of any kind. To this end, all members and associates are to behave in a respectful manner and must refrain from any kind of discriminatory behavior, harassment, sexual harassment (as defined by the State of California) or victimization. Whether or not an offense was intended, the perception that it exists or has occurred is harmful and detrimental to the Garden. All unsafe conditions and /or security related issues must be reported directly to the Garden President or Vice President who will initiate an investigation. Disciplinary actions will be taken immediately when appropriate.
- V. Upon death or departure from the garden by a member, all rights to that plot shall be relinquished. The plot shall then become available for a new lessee.

W. The deck and its surrounding area, barbeques, chairs, tables, canopies, ice containers, microwave ovens and refrigerators in the sheds can be used for private functions hosted by members and associate members. A member or an associate member must first reserve the date and time with the President and/or Vice President and post notifications up on the bulletin board. The member or associate member must be present at all times during the function and is responsible for both set up and clean up. No alcohol, smoking or illegal drugs of any kind are allowed at the function. Other than those listed above, all equipment and materials used for the function are to be provided by the member or associate member. Other gardeners are allowed to garden freely while the function takes place. Parking in the garden is not permitted for non-garden members. The host member or associate member assumes all responsibilities for the function and the people involved. If the deck and surrounding area is utilized only by a garden member or an associate garden member and their immediate family members, no reservation is necessary. All other requirements as stated above are applicable.

X. A certified Master Gardener, or an individual participating in the Master Gardener Certification Program may be allowed to teach gardening techniques to other gardeners and assist them with cultivation of their plot.

Y. Failure to comply with policies listed herein may result in loss of plot.

ARTICLE IV. DUTIES OF OFFICERS

All officers and members of the Executive Board must be members in good standing of the Altadena Community garden. All officers and Executive Board members must attend board meetings and general meetings. A Board Member missing more than four board meetings and or/three general meetings will be subject to replacement.

A. PRESIDENT

1. Conducts meetings.
2. Is an ex-officio member of all committees.
3. Is head of the Executive Board.
4. Fills vacancies on the Executive Board by appointment subject to approval by Board majority.
5. Co-signs checks with the treasurer.
6. Appoints committee chairpersons and program coordinator are subject to approval by Board majority.
7. Is responsible for overall operation of the garden.

B. VICE PRESIDENT

1. Conducts meetings in the absence of the president
2. Assumes office of the president if the office is vacated
3. Serves as program chairperson.
4. Co-signs checks with the treasurer.
5. Assists the President in overall operation of the garden.

C. SECRETARY

1. Records and reports the minutes of the meeting.
2. Attends to correspondence.
3. Prepares roster of all association members.

D. TREASURER

1. Collects and records all fees.
 2. Is responsible for all monies collected.
 3. Pays all bills.
 4. Reports financial statement to general membership.
 5. Co-signs checks with either the president or Vice president.
 6. Submits an annual financial statement to the membership.
 7. Completes filing requirements to State of California and IRS to maintain 501(c) 3 non-profit status.
8. Monitor Garden's post office box.

E. CORRESPONDING SECRETARY

1. Attends to correspondence.
2. Informs Garden members of anything related to Garden operations and activities.
3. Assists secretary in the performance of their duties.

THE EXECUTIVE BOARD CONSISTS OF:

1. President, Vice President, Secretary, Corresponding Secretary and Treasurer.
2. All standing committee chairpersons and program coordinators.
3. Past presidents (advisory only).

THE STANDING COMMITTEE ARE AS FOLLOWS:

1. Bulletin Committee
2. Maintenance committee
3. Inspection Committee
4. Nomination Committee

THE PROGRAM COORDINATORS ARE AS FOLLOWS:

1. Archivist
2. Manure/Fertilizer Coordinator
3. Orientation Coordinator
4. Wood Chips Coordinator
5. Media/ Website Coordinator

ARTICLE V. DUTIES OF STANDING COMMITTEE AND PROGRAM COORDINATORS

A. Bulletin Committee

It will be the responsibility of the Chairperson to choose a committee to obtain articles of interest relating to gardening, meeting notices, etc., and publish it for distribution to the membership.

B. Maintenance Committee

It will be the responsibility of the Chairperson to choose a committee for the general overseeing and care of the following: tools, machines, locks, keys, and maintenance of all community areas including the pavilion.

C. Inspection Committee

It will be the responsibility of the chairperson to choose a committee for a monthly inspection of all garden plots and notify gardeners of any existing garden maintenance problems. If there is no positive response on the part of the gardener within 30 days, the chairperson will report it to the Executive Board for action in reassigning the plot.

- D. **Nomination Committee**
It will be the responsibility of the Chairperson to choose a committee to meet prior to the annual general meeting to prepare a slate of officers to be considered for election for the following year. This slate will be mailed to the general membership at least seven days prior to the annual general meeting.
- E. **Archivist**
The Archivist is responsible for maintaining pictures and print articles pertaining to the activities and members of the garden in an organized manner.
- F. **Manure/ Fertilizer Coordinator**
The Manure/Fertilizer Coordinator is responsible for making arrangements with a manure provider to provide manure to provide the garden with an adequate supply of quality manure at least four times a year. The coordinator will develop a method to insure equal distribution of said manure to each garden plot.
- G. **Orientation Coordinator**
The Orientation Coordinator is responsible for providing new members and associate members with a comprehensive orientation prior to them working their assigned plot. This comprehensive garden orientation must include a presentation and review of the garden by-laws.
- H. **Wood Chip Coordinator**
The Wood Chip coordinator is responsible for maintaining an adequate supply of wood chips at all times.
- I. **Media Coordinator**
The Media Coordinator is responsible for publicizing activities and events of the garden through the local print and electronic media.

ARTICLE VI. METHOD OF HOLDING ELECTIONS

- A. The fiscal year shall be January 1st through December 31st.
- B. Election of officers will be on a yearly basis. Elections will be held at the last annual general meeting, which will be the first Saturday in December. New officers will assume office at the beginning of each fiscal year, January 1st.
- C. Additional nominations may be made from the floor at such annual meeting.
- D. Elections of officers will be conducted by secret written vote. One vote per plot. Members that are unable to attend the general election will be given an opportunity to cast an absentee ballot.
- E. All members are eligible to run for office.
- F. Only one family member may serve on the Executive Board at any given time.
- G. Providing that they are elected, anyone can hold the same office for more than one year.

ARTICLE VII. FREQUENCY OF MEETINGS, METHOD OF CALLING SPECIAL MEETING AND BUSINESS TO BE HANDLED

- A. General meetings will be held at the discretion of the Executive Board, but not less than three, nor more than five times a year.
- B. Board meetings shall be held two times a year.
- C. Any member of the Board upon approval of the president may call a special meeting.
- D. All normal business shall take place at the general membership meeting.
- E. A quorum for the general membership meeting shall consist of at least ten percent of the membership.
- F. Robert's Rules of order, Revised, will be followed where they do not conflict with these by-laws.

ARTICLE VIII. RESPONSIBILITIES OF EXECUTIVE BOARD

- A. Operates organization in accordance with approved garden by-laws.
- B. Plans, organizes and conducts activities for garden members.
 - 1. General meetings.
 - 2. Special meetings as needed.
- C. Contributes to the garden newsletters.
 - 1. Provides editorial staff with garden hints, suggestions, etc.
 - 2. Publishes bulletin on a monthly basis.
- D. Provides monthly inspection of garden plots. If poor maintenance exists and if participant's level is not raised, the plot will be subject to reassignment.
- E. Provides normal maintenance of facilities and equipment.
- F. Conducts necessary routine business between general membership meetings.

ARTICLE IX. MEMBER'S RESPONSIBILITIES

- A. Members must fill out a form to release the County of Los Angeles and members in charge from liability in case of accident.
- B. No letter shall be written in the name of the garden unless approved by the Executive Board.
- C. Immediately report an emergency or any situation viewed as dangerous to the Recreation Supervisor of Loma Alta Park or appropriate governmental agency. Emergency numbers are painted on the tool shed.

- D. A gardener may construct a compost section on his/her own plot if it does not exceed two feet above the ground level or a gardener may construct a compost bin on his/her plot if it does not exceed three feet long and three feet wide and three feet high measured from the walkway base. It must be covered and be appropriate looking. Any offensive odor must be taken care of by the owner. A design must be submitted to the Executive Board prior to construction.

ARTICLE X. AMENDMENT PROVISIONS

The By-laws may be amended and/or supplemented by approval of the Executive Board by a majority vote and then final approval by the majority of the membership at the next regularly scheduled meeting. Any proposed amendment must be mailed/mailed to the address of record to the general membership at least seven days prior to the general meeting.

ARTICLE XI. DISSOLUTION PROVISION

If the Altadena Community Garden as a functioning organization should cease to exist, and if the last active members in a called meeting vote for dissolution, all remaining assets of the organization shall be distributed to another similar association or associations. No part of the remainder assets inures to the benefit of any member or members.