

# GLOVER PARK COMMUNITY GARDEN ASSOCIATION

## BY-LAWS

Revised and Adopted May 4, 1985 by vote of the Membership

Amended May 1992, May 1996 and November 1996

1. **Name of Association:** The name of the Association shall be Glover Park Community Gardens Association.
2. **Object of the Association:** The object of the Association is to garden plots at 42<sup>nd</sup> and Edmunds Streets NW through 42nd and New Mexico Avenue NW, Washington, DC, to gardeners for raising of food for home use.
3. **Membership:** Membership shall be restricted to persons to whom a garden plot has been assigned under the Rules of the Association and shall continue so long as the member adheres to those rules. Membership shall cease when the member voluntarily relinquishes assignment to a plot or when the assignment is terminated by the Chair or the Executive Committee under provisions of the Rules currently in force. Each member shall receive a copy of the Association Bylaws and Rules and shall agree by acceptance of a plot to abide by the Bylaws and Rules.
4. **Membership meetings:** There shall be an annual meeting of the Members for election of officers of the Association and consideration of other garden, business, preferably on the second Saturday in November, but not later than the third Saturday in December.
  - A majority of the Executive Committee may call a Special Meeting at any time.
  - A quorum for any membership meeting shall consist of thirty (30) members in personal appearance. No plot, regardless of size, qualifies for more than one membership for purposes of a quorum.
  - Members shall be given not less than five (5) days written notice of the time, place and purpose of any meeting.
  - Votes for the election of officers shall be cast written ballot. Other votes will be by voice unless a vote by ballot is requested by not less than one third (1/3) of the voting members present. In any case, a simple majority of those voting constitutes a deciding vote. No plot, regardless of size, may cast more than one vote. Proxy votes shall not be utilized.
5. **Association Officers:** Officers of the Association shall be a Chair, Vice Chair, Secretary and Treasurer elected from and by the membership at the annual meeting for a term of one year or until replacements are elected at the next annual meeting. Officers may be elected to successive terms.
  - In the event the Chair resigns before the next annual meeting, the Vice Chair immediately becomes Chair, and the Executive Committee shall select a replacement, who shall thereafter be considered to have been elected by the membership.

## **A. Chair**

The Chair shall:

- Be responsible for carrying out the policies and operation of the Association;
- Act as liaison officer between the Association and other agencies having jurisdiction over the gardens;
- Maintain a file of applications and make assignments, renewal assignments or relocation assignments to garden plots;
- Authorize disbursements from the funds of the Association for equipment, labor or supplies necessary for the maintenance and operation of the gardens or the Association in conformance with Section 6 below;
- Ensure that projects are approved by the Executive Committee; Appoint committees and chairmen of each as required;
- Bring to the attention of the members such matters of business as are in the interest of the Association; and
- Preside at membership meetings and meetings of the Executive Committee.

## **B. Vice Chair**

The Vice Chair shall:

- Act on all matters and duties normally performed by the Chair in the latter's absence; and
- Assist the Chair as requested, calling to the Chair's attention any unsatisfactory conditions noted in the gardens or instances of improper gardening practices by members.

## **C. Secretary**

The Secretary shall:

- Act as custodian of the membership and correspondence records of the Association;
- Record the minutes of all meetings of the Association and the Executive Committee; and
- Assist the Chair as requested in promulgating notices of meetings, mailing applications and renewal forms, newsletters and other correspondence.

## **D. Treasurer**

Treasurer shall:

- Receive all monies from members and regularly report payment status to the Chair;
- Maintain a record of each member's payment of annual dues and entry fees received;
- Do banking and make disbursements as authorized and account therefor;

- Monitor expenditures for conformance to the annual budget and Executive Committee approval and maintain a record of funds reserved for long-range expenses; and
- Submit a financial report to the membership at the annual meeting, such report to have been audited by any member of the Association other than the Chair or the Secretary, and shall provide such additional reports as may be requested by the Chair.

**6. Authorizations for expenditures for budgeted and non-budgeted items:**

- The Chair may authorize expenditures under \$300 Included in the annual budget;
- Any expenditures over \$300 must be authorized by majority approval at a meeting of the Executive Committee;
- Any expenditure not included in the annual budget must be approved by the Executive Committee;
- Checks must be cosigned by any two officers;

**7. Executive Committee:** The Executive Committee shall consist of the four elected officers and three members appointed by the Chair.

The Executive Committee shall:

- Hold at least quarterly meetings;
- Monitor bylaws of the Association and, as necessary, propose revisions thereto, to be presented to the membership as provided in Section 10 below;
- Promulgate, adopt and when necessary, after ten days written notice to the membership, amend the Rules of the Association regarding all matter relating to maintenance and/or operation of the gardens. The Rules shall include the conditions under which the annual garden area permit is issued by the National Park Service;
- Hear appeals of members regarding actions taken by the Chair in connection with assignment, relocation or renewal assignment, or termination of assignment;
- Determine the amount of non-refundable entry fee required of incoming members;
- Within two months prior to the annual meeting, develop a budget for the following calendar year. This budget shall allocate funds for anticipated short-range and long-range expenses and shall be presented at the annual meeting; and
- Develop and approve a written project description to be followed for any capital improvements/expenses requiring total expenditures of over \$300. Expenditures identified in this written description must either be:
  - Included in the annual budget for the year in which the expenditure will be made, or
  - Specifically approved by the Executive Committee as described in "Authorizations for

Expenditures" above.

**8. Assignment of Garden Plots:**

- Renewal assignments shall be made by the Chair, in consultation as necessary with the Executive Committee, following the end of each growing season.
- The Chair shall make new assignments to vacated plots from a waiting list maintained for that purpose. New assignments shall be made at any time as plots are vacated.
- In accordance with Park Service regulations, assignment shall be on a first come/first served basis, allowing for no discrimination in regard to race, creed, color, sex, national origin, etc., with reasonable limited priority given to senior citizens;
- Plot assignments may be terminated in writing by the Chair and another member of the Executive Committee, under the terms of the Rules then in force. Appeal of any such action may be made in writing to the Executive Committee through the Secretary.

**9. Indemnification:** The Glover Park Community Garden Association shall indemnify any person who was or is an officer of the Association, or member of any bona fide committee, or agent of the Association against any liability for expenses (including attorney's fees), judgments, fines, costs, and amounts paid in settlement, incurred by such officer, committee member or agent in connection with or arising out of his/her service in such capacity unless it should be proven that such liability results from his/her gross negligence or willful misconduct. The indemnification provided by or pursuant to this provision shall not be exclusive of any other rights to which any person who was or is an officer, committee member or agent of the association may be entitled under applicable law or under the bylaws of the Association or under any agreement or vote of the members of the Association.

**10. Revision of Bylaws:** Revision of the Bylaws may be proposed by the Executive Committee for adoption by approval of two-thirds (2/3) of the members present and voting at any legally constituted membership meeting provided that the revisions have been included in the notice of such meeting required by Section 4 above.