

# BY-LAWS OF THE MULVANE COMMUNITY GARDEN

I. The name of the organization shall be Mulvane Community Garden

## II. Purposes

- A. To provide plots of land to individuals and families on which to grow flowers, fruit, vegetables and herbs, based on good gardening practices.
- B. To operate a non-commercial community garden for recreational, social, educational, and essential food needs for its members.
- C. To provide a place for low-income individuals and families to grow their own food, flowers, and herbs.
- D. To operate outreach programs to like-minded groups, individuals, and organizations, as well as other interested community groups.
- E. To conduct ongoing educational programs for its members.
- F. To encourage donation of excess food to local food banks or charity.

## III. Membership

- A. Membership is open to all persons over 18 years of age who reside in the Mulvane Kansas school district, who pay the membership fee and agree to follow the organization's bylaws and garden rules.
- B. Failure to pay dues or maintain garden plot(s) according to garden rules will result in termination of membership.

## IV. Dues

- A. The amount of dues is to be determined annually by the Executive Board based on expected expenses for the coming year and in keeping with the declared purposes of the garden.
- B. Dues are to be paid annually.

## V. Officers

Officers will serve for one year and may be reelected. They will serve without salary. Malfeasance or the abandonment of responsibilities will be considered sufficient basis for the removal of an officer.

### A. President

The president sets goals for the organization, signs all legal documents, supervises employees or volunteers and activities of the organization, represents or speaks for the organization, and presides at meetings.

### B. Vice President

The vice president takes over the office of president if that office is vacated for any reason. The vice president also presides at meetings when the president is unable to attend or when the president must step down from the chair because he or she wishes to debate an issue.

### C. Secretary

The secretary is responsible for keeping all the records of the organization on file and keeping an up-to-date list of all the members. The secretary is responsible for maintaining the official documents of the organization including the bylaws, rules of order, standing rules, correspondence, and minutes. The secretary sends notices of meetings or elections to members. The secretary keeps the bylaws and other governing documents up-to-date with any changes made through the amendment process. The secretary takes minutes at all business and board meetings and signs them. He/she reads minutes of the previous meeting at the next meeting and records any corrections.

### D. Treasurer

The treasurer's duties include: receiving and depositing dues and other incoming funds in the organization's bank account; giving members receipts for their dues; paying the organization's bills; giving a report at the meetings; keeping records that will allow a committee to audit the books at the end of the fiscal year; balancing and reconciling the checking account.

### E. Plot Manager

It is the plot manager's duty to: assign garden plots to members; issue warnings and/or notices of termination of membership in accordance with organizational bylaws and garden rules; maintain records of plot assignments, warnings, and notices sent; work closely with the executive board,

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keeping the board abreast of problems which have the potential to disrupt the smooth operation of the community garden.

### VI. Executive Board

The Executive Board shall consist of the president, vice president, secretary, treasurer, plot manager, and the chairpersons of the standing committees. The outgoing plot manager shall be an ex-officio member of the executive board.

### VII. Meetings

- A. The Executive Board shall meet monthly.
- B. General meetings will be held quarterly or as needed.
- C. Roberts Rules of Order, the latest version, shall govern.

### VIII. Voting

- A. Each member in good standing shall have one vote regardless of how many garden plots he or she has paid for.
- B. Amendments to bylaws will be voted on in general meetings.
- C. Election of officers shall be held once a year.
- D. Voting shall be by secret ballot or hand count.
- E. A majority vote of those members in good standing, who are present, shall elect the officers.

### IX. Records and Reports will be kept of:

- A. Meeting minutes
- B. Treasurer's report
- C. Membership list
- D. Material inventory
- E. Plot assignments
- F. Warnings, with reasons
- G. Notices of termination of membership, with reasons

### X. Amendments

A proposed amendment to the bylaws must be presented to members at a meeting, one regular meeting prior to voting on the amendment or as notified by mail or email. A majority vote of members in good standing who are present at the meeting is needed to adopt an amendment.

### XI. Standing Committees

The following standing committees shall be appointed each year by the president and approved by the executive board.

- A. Equipment, Maintenance, and Tilling
- B. Compost and Mulching
- C. Newsletter and Internet
- D. Work Days and Socials

**Approved September 13, 2012**

**Amended December 3, 2013**