

Bylaws

rev. February, 2014

Article I – Name and Structure

The name of this organization shall be “#OUR COMMUNITY GARDEN NAME#” (#OUR GARDEN#). This organization is formed as an activity committee of the 6100 St Lawrence Block Club.

Article II – Purpose

The purpose of #OUR GARDEN# is to promote, create, and maintain community and home gardening in Woodlawn, and to encourage community involvement in the betterment of the community, while providing members with the joys of gardening.

Article III – Membership and Dues

1. A membership is for a single household. Applicant must be 18 or older.
2. Membership shall be available to any household that agrees to subscribe to the By-Laws of #OUR GARDEN#.
3. See ‘Operating Rules and Regulations’ for plot rental fees per year, and payment regulations.
4. Each membership shall be entitled to one vote in matters concerning revisions to the By-Laws, Rules and Regulations, or other issues put before the general membership of #OUR GARDEN# for approval.

Article IV – Elections and Officers

1. Elections of Directors shall be held annually in January’s general meeting, with each membership having one vote for each elected office.
2. A member who wishes to hold a Director position may submit a nomination form to the current Board of Directors. Nomination forms shall be sent out on October 1st to all members. Nomination forms can be presented at the October or January general meeting. The deadline for submitting nominations is the January general meeting.
3. The Board of Directors (Directors) shall consist of a maximum of seven Directors. Directors shall include the President, Vice President, Secretary, Treasurer, and up to three additional positions as deemed necessary by the Directors. The members shall individually elect the Directors from the membership of #OUR GARDEN#.
4. Vacancies in any seat shall be filled for the un-expired term by appointment of the Directors within thirty days.
5. Directors may establish and abolish standing and special committees.
6. Directors shall perform the duties usually connected with such offices and shall perform other duties as the Directors may specify.

President

- Serve as the principal officer and guides committee activities
- Recruit officer candidates and appoint committee chairs
- Serve as the primary #OUR GARDEN# spokesperson to the community
- Prepare agendas and chair quarterly membership meetings and periodic Board meetings

Vice President

- Recruit officers, committee chairs, and volunteers
- Attend and represent the #OUR GARDEN# at community meetings
- Chair meetings, assist, and act for the president when the president is absent

Secretary

- Prepare and maintain minutes of quarterly meetings
- Maintains waiting list
- Prepare correspondence
- Maintain non- financial organizational records

Treasurer

- Prepare and present quarterly financial reports at each meeting
- Prepare annual budget and report on budget execution quarterly
- Be custodian of all monies
- Deposit all income and pay bills as authorized by the board, two signatures required on checks
- Maintain financial records

Article V – Meetings

1. General meetings shall be held quarterly at a place and time determined by the Directors. Special meetings to accommodate guest speakers or otherwise benefit the organization may be called at any other time with at least three weeks prior notification to the membership
2. Directors shall hold a Board Meeting within two weeks prior to any regularly scheduled general meeting.

3. Official decisions shall require only a simple majority of the Directors present, at any board meeting, as long as a quorum of a majority of the Directors is present.
4. At general meetings, decisions shall be made by a simple majority of the members present. When the place and time of a general meeting is announced to the members with at least three weeks prior notice, no fixed quorum is required. When less than three weeks notice is given, a quorum shall consist of at least one-third of the eligible voting membership.

Article VI – Amendments

These By-Laws and the Rules and Regulations of the Oak Park Community Garden may be amended at any general meeting, when approved by two thirds of the members present. Prior to the vote, notice of the changes, along with a written copy of the changes, shall be given to the members. This must be done a minimum of two weeks before the meeting that precedes the meeting at which the vote is taken. The changes will be read to the members at both of these meetings.

Amendments to the Rules and Regulation of the #OUR GARDEN# are subject to approval of the City of #YOUR CITY# 99 Ward Office.

Article VII – Standing Rules

1. All checks disbursed by the Treasurer shall require two signatures: President and Treasurer or other persons authorized by the Board.
2. All expenses shall be pre-approved by the Directors. Receipts shall be submitted for any reimbursement.
3. An auditor appointed by the President shall audit the accounts of the #OUR GARDEN# annually or whenever directed by a majority vote of the Directors.