

## **SCHUYLKILL RIVER PARK COMMUNITY GARDEN – BYLAWS**

As approved at the 3/19/09 annual meeting.

*The bylaws contained herein supersede any previously distributed bylaws and any amendments to the bylaws made before March, 2009.*

### **Purpose**

The purpose of the Schuylkill River Park Community Garden (SRPCG) is to provide an outlet for Center City residents who enjoy gardening and want an opportunity to garden in their neighborhood.

In all its operations, the SRPCG shall abide by the terms of the management agreement between the City of Philadelphia acting through the Fairmount Park Commission, and the Center City Residents' Association (CCRA).

### **Governance**

The SRPCG shall be governed according to the by-laws herein by a Steering Committee composed of Current Gardeners, which shall be a committee of CCRA, the contractual manager of the Garden having final discretion in its operation.

### **Records**

The Steering Committee shall ensure that meeting minutes and budget records are preserved for future reference. The current meeting minutes will be publicly posted.

### **Budget**

Following the SRPG Annual Meeting but prior to June 30<sup>th</sup> each year, the Steering Committee shall approve an annual budget for the SRPCG.

The SRPCG budget, showing anticipated income and expenses, shall be submitted to the CCRA Finance Committee for incorporation in the annual budget presentation to the CCRA board.

With approval from CCRA, the Steering Committee shall establish a maintenance fund to finance expenses other than routine annual operating expenses. The Steering Committee shall establish procedures for disbursing maintenance funds.

### **Bylaw Review**

To take effect, bylaws and amendments thereto shall be approved by the general SRPCG membership, after proper due notice as determined by the Steering Committee. Notice of adopted bylaws shall be provided to the CCRA board.

Bylaw review shall be initiated by a majority of the Steering Committee and approved by the Steering Committee before submission to the general SRPCG membership.

### **Grievances**

Any SRPCG member (gardener) should direct any grievance, in writing, to the Steering Committee for resolution. A gardener not satisfied with the resolution of his or her grievance by the Steering Committee may appeal the decision to the CCRA.

## **Meetings**

The Steering Committee shall attempt to meet on a monthly basis or more frequently to conduct its regular business and shall annually schedule and conduct a Garden Meeting for the entire SRPCG membership in March.

The Garden Chair shall notify gardeners of the time, place, and proposed agenda for the annual Garden Meeting in writing at least one month prior to the date of the meeting.

The Garden Chair shall post notification for all Garden meetings at the Garden.

The Garden Chair shall ensure that minutes for each Steering Committee meeting are recorded, distributed to Steering Committee Members prior to each subsequent Steering Committee Meeting and preserved for future reference.

A majority of Steering Committee members shall constitute a quorum for conducting business and for voting at Steering Committee meetings.

The SRPCG and its Steering Committee shall follow Roberts Rules of Order in conducting formal business at the SRPCG and Steering Committee Meetings.

The Steering Committee may establish committees to carry out its work.

## **SRPCG Members (Member Gardeners)**

With the exception of individuals who receive plots set aside for the public (non-member plots) on a one-year basis, all gardeners shall be members of the CCRA. All gardeners must reside within boundaries that define CCRA resident membership: the North side of South Street to the South side of JFK, the West side of Broad Street to the East of the Schuylkill River.

CCRA members who wish to garden in the SRPCG shall present their name to the CCRA and shall be placed on a waiting list.

SRPCG gardeners shall be selected from the waiting list based on a first-come, first-served basis and shall be assigned a plot in the SRPCG for a one year period renewable annually for up to a 6 year period.

Gardeners with a plot in the SRPCG who wish to continue gardening after their six-year term shall not add their name to the SRPCG waiting list until May 1 of their sixth year of garden membership.

Gardeners and prospective gardeners shall be able to inspect the SRPCG waiting list upon request.

Five SRPCG plots shall be reserved each year and allocated to members of the general community (non-CCRA members residing within the boundaries of CCRA as established) based on a lottery conducted at the beginning of each garden season.

### **Steering Committee**

The Steering Committee, a division of the CCRA, shall administer and manage the gardens.

The Steering Committee shall comprise no fewer than seven Gardeners and no more than thirteen Gardeners who shall present themselves for approval at an annual Garden Meeting prior to each spring. Any gardener who wishes to join the Steering Committee after the annual Garden Meeting shall become a member of the Steering Committee with the approval of two-thirds of the Steering Committee members.

The Steering Committee shall elect from among its members a Garden Chair (or Co-Chairs) and a Garden Treasurer after the Annual Garden Meeting.

The Garden Chair (or Co-Chairs) and Garden Treasurer shall serve a one-year term from the annual Garden Meeting until the subsequent Garden Meeting.

The Steering Committee shall be able to remove the Garden Chair (or Co-Chair) or Garden Treasurer from office with the approval of two-thirds of its members.

Vacancies in the position of Garden Chair (or Garden Co-Chair) and Garden Treasurer shall be elected by the Steering Committee by a majority of its members.

The Garden Chair shall be responsible for scheduling Steering Committee Meetings and for managing the operations of the SRPCG.

The Garden Treasurer shall be responsible for maintaining SRPCG accounts and financial records.

The Steering Committee shall, by a two-thirds majority of its members, have the power to establish a cap on the total membership of the Steering Committee.

The Steering Committee shall, by two-thirds majority of its members, have the power to establish rules for removal of Steering Committee members.

The Steering Committee shall establish such general rules and procedures for the Garden as are necessary from time to time. They shall be put in effect by vote of the Committee at two successive meetings and shall be written, posted promptly and distributed to all gardeners at least once a year.

The Committee shall operate with whatever organizational structure it finds suitable and consistent with by-laws and the agreement with the City.