



SUGAR HILL COMMUNITY GARDEN BY-LAWS

To provide a safe and friendly community garden for members to learn, educate and share the experience with others.

1. NAME

The name of this organization shall be called the Sugar Hill Community Garden (SHCG). The garden is located at Gary Pirkle Park on Austin Garner Road, Sugar Hill, Georgia 30518. The land is located on the property of the Gary Pirkle Park and was set aside as a community garden by the city council of Sugar Hill for the sole purpose of growing vegetables, fruits, flowers, and herbs. Upon completion of the garden plots in Spring 2011, approximately 90 garden plots were made available to for gardeners to cultivate and grow their own produce and flowers.

2. GARDEN MEMBERSHIP

First priority will be given to residents of Sugar Hill, Georgia. Applications will be processed on a first come first served basis through the Parks and Recreation office of Sugar Hill or by an officer of the SHCG at a future date. Applicants for garden plots will be accepted according to plot availability. A waiting list will be maintained for applicants for whom no plot is available. Each gardener must submit an application with required payment and sign a copy of the Sugar Hill Community Membership Application, as well as the Sugar Hill Community Garden Gardener's Agreement before plot assignment. Use of garden plots will run for one year beginning on January 1st until December 31st . Gardeners from the previous season will have first preference and may choose either the same plot or a vacant plot, if one exists. The renewal period will be from January 1st until March 1st. Gardeners must renew their plot(s) by March 1st or their plot(s) will be reassigned.

3. ADVISORY BOARD DUTIES

The SHCG Advisory Board is a volunteer group elected by the general membership of the garden. The Board makes recommendations to the city of Sugar Hill for operation of the garden where city input, maintenance or resource is required. The Board also manages the general operation of the garden for the city of Sugar Hill and reports such operations to the city on a regular basis. The city of Sugar Hill owns the garden land and retains the right to a final decision on any operation within the garden.

4. MEETINGS

Two meetings will be held per year with the date, time and location to be determined by the Board with the Spring general membership meeting taking place around March 31st and the Fall general membership meeting taking place around October 31st. Each gardener or their representative must attend at least one (1) of the two (2) general membership meetings held to retain membership in SHCG. Board meetings will be held prior to each membership meeting and any special meeting as called by the Board President or a majority of the advisory board members. Gardeners are welcome to attend any board meeting if they so choose. Gardeners are encouraged to attend, particularly if they wish to speak on a matter before the board, but must be placed on the agenda by making it known to any member of the Board prior to the meeting. All plot holders will be entitled to one (1) vote at any of the general membership meetings. The Secretary of the Board will be responsible to take minutes at all meetings and make them available for all gardeners to view.

5. ELECTION OF OFFICERS

Elections for Members of the Advisory Board will be held at the Spring general membership meeting. General members wishing to hold a board position may submit a nomination form to the board of directors. The deadline for submitting a nomination form will be 14 days before the Spring general membership meeting. In the event a board member resigns or is unable to complete their term of office and/or perform their duties, the board will temporarily appoint someone from the general membership to fill this vacancy until an election can be held at the Spring general membership meeting. Board members will be elected for a two (2) year term. In the inaugural year of the board (2012), 2 board members will serve 1 year terms and rotate off the board while the other 3 board members will serve 2 year terms. This will assure that a majority of the board remains intact each year for continuity. Board members rotating off may submit nomination forms for election as long as they have not met their maximum number of terms. No board member may serve for more than two (2) terms consecutively. Each board member will be entitled to one (1) vote and a minimum of three (3) members will constitute a quorum, which is needed to conduct any official business. The officers of the Board of Directors shall consist of the (5) board members:

- President - Represents the Sugar Hill Community Garden members to the city of Sugar Hill. President will preside at all meetings and will construct an agenda prior to each meeting with other officers' input and prepared by the Secretary.
- Vice-Presidents (3) – Responsible for one or more committees as necessary.
- Secretary - Keeps the minutes of all meetings and makes them available to the general membership. Keeps a record of membership attendance for all meetings with a sign-up sheet made available. Assists the President in preparing the meeting agendas and supports the President in communicating with the community.

6. COMMITTEES

Committees may be established and abolished as needed by the Board. All committees will be staffed by general membership. A committee will be directed by a committee chairperson who will report to the board on the committees' members and activities. A board member (usually a Vice President) will be assigned to oversee each committee.

Examples of such committees:

- Compost - committee will set up a composting station at the garden, define signage to help gardeners place garden waste in the proper bins, members will educate the general membership on proper composting procedures
- Food Bank - committee will define procedures for gathering and delivering donations to the local food bank, members will harvest crops and deliver them to the local food bank
- Social/Event - committee will plan and execute social and educational events for the general membership as well as the community at large
- Water/Drainage - committee will work with the city of Sugar Hill to improve garden drainage and determine ideal watering schedules, members will monitor garden drainage and watering and propose improvements when needed
- Maintenance - committee will schedule work days and provide details of work to be accomplished, members will educate gardeners in work to be done and propose maintenance improvements as needed
- Communications - committee will manage updates to the garden page(s) on the Sugar Hill web site, publish garden newsletter and support other communication to the garden membership and to the community at large