

BYLAWS OF THE UCSD REVELLE COMMUNITY GARDEN

Article I

Title

Section 1.01 Name: The name of the group shall be the UCSD Revelle Community Garden (aka Neighborhood Community Garden & Roger's Community Garden), herein referred to as the "RCG."

Section 1.02 Location: The location of the RCG is designated by the Physical and Community Planning Office at UCSD and is a quarter acre situated in Revelle College behind the Dance Building and La Jolla Playhouse in the Eucalyptus Grove.

Section 1.03 Workday: There shall be regular workdays during the academic school year every Sunday of every month beginning at 10am and ending once the final voting member has left the premise. The garden will observe all University holidays and breaks. Summer workdays will be decided upon during the final Steering Committee Meetings.

Article II

Purpose

Section 2.01 Purpose: The RCG exists for the enjoyment the undergraduate students of UCSD. The mutual goals of Members include but are not limited to:

- To create a vibrant and peaceful gathering place for interactive cooperative activities, community building, service-leading, social and environmental education.
- To maintain a garden in a neat, orderly and safe manner.
- To provide a channel for learning, sharing, and teaching gardening information.
- To promote sustainable gardening and farming techniques.

Article III

Membership

Section 3.01 Classification: The Members shall be classified as either voting or nonvoting.

Section 3.02 Voting Member: A Voting Member (herein after any reference to Member shall mean Voting Member) to whom a plot is assigned by the signing of a contract (the "Contract").

- (a) Each garden plot shall have only one (1) vote. A Voting Member may also be an Officer as defined in Section 5.01 and Section 5.02. The Member is the person responsible for paying the dues and attending at least one Sunday workday a month for the maintenance and upkeep of the RCG (as defined by the "Contract"). The Member has a current contract on file with the Coordinator. A current contract is the contract that was last voted on by the Steering Committee. Failure to sign and return to the Coordinator a new contract within thirty (30) calendar days of its distribution will result in the reassignment of their garden plot.
- (b) Member is required to attend ~~at least half (3 of 6)~~ all of the Steering Committee Meetings (as defined in Section 6.04 in one growing season. A Non-Voting Member may fulfill requirements in place of the Voting Member whom they share a plot with. If a member is unable to fulfill these requirements it must be expressed by the Member to elected officers. Failure to do so will result in disqualification for plot renewal in upcoming season and Member will not be considered to have left in good standing.
- (c) Undergraduate students who wish to join RCG without holding a plot may be considered a Voting Member if he/she attends at least two regular workday and fulfills all responsibilities of a Voting Member.

Section 3.03 Non-Voting Member: A Non-Voting Member may be a person who shares a garden plot with a Member or be a person who Volunteers at the RCG. A Non-Voting Member who shares a garden plot with a

Member shall be registered with the Coordinator. A Non-Voting Member may vote in the absence of the Member with whom the Non-Voting Member shares a garden plot.

Section 3.04 In Good Standing: A Member who is in full compliance with the terms and provisions of both the Bylaws and the Contract shall be considered in good standing with the RCG.

Section 3.05 Resignation from the RCG: Any Member may resign from the RCG and release his/her garden plot by providing notice to the Coordinator.

Section 3.06 Ex-Gardener in Good Standing: Any Member in good standing who resigned from the RCG and released his/her garden plot may request to be reinstated within two (2) years of resignation by providing notice to the Coordinator. An Ex-Gardener in good standing shall be placed on the priority wait list. The priority wait list is composed of Members who wish to exchange their garden plot and Ex-Gardeners in good standing who wish to be reinstated. In cases of absence longer than two (2) years, the Ex-Gardener shall be required to show evidence of their previous membership and exit in good-standing in order to be added to the priority wait list. Otherwise, after two (2) years, Ex-Gardener who resigned in good standing and wished to be reinstated will not receive priority but will be added to the current wait list. Complete records of prior membership will only be maintained for the previous two years.

Section 3.07 Ex-Gardener Not in Good Standing: Once a Member is no longer in good standing, and as a direct result loses his/her right to hold a garden plot, his/her name will be added to the not-in-good-standing list kept by the Coordinator. If the Ex-Gardener not in good standing requests to be added to the wait list again, he/she may do so by following the same procedure in place for new, prospective gardeners. Additionally, upon assignment of a garden plot, the Member must sign a waiver accepting probation for three (3) months after being re-assigned a garden plot. If a member falls out of good standing two times within the subsequent six (6) months after a garden plot is reassigned then the Member shall no longer be permitted to (a) hold a garden plot in the RCG or (b) requested to be placed on the current wait list.

Section 3.08 New Garden Plot Assignment: New RCG Members accepted in the RCG will be assigned a garden plot and must sign a waiver accepting probation for three (3) months after their initial contract date.

Article IV

Finance

Section 4.01 Fiscal Period: The fiscal period of the Garden shall begin on the first day of the Academic school year and end on the last day of the Academic school year.

Section 4.02 Fees: All fees of the Garden shall be due and payable on or before Week three (3) of Fall Quarter and Spring Quarter for the following six-month period. Written notice of such requirement will be posted and distributed to members at the beginning of the Fall Quarter and the Spring Quarter 21 days in advance of the due date. Allocation of fees shall be broken down as follows:

- 25% of dues shall go to reserves for large-scale projects.
- 20% of dues shall go towards restoration and preservation of the Eucalyptus Grove. Any fees associated with the maintenance, removal, or trimming of a Eucalyptus shall be allocated from this fund. At the end of each fiscal period all unused funds in this portion of the reserves shall go towards repaying the TGIFund until RCG's debt has been paid off.
- Remaining 55% of dues shall go towards the General Fund for, but not limited to, the maintenance and upkeep of the garden, for replacing tools and supplies, for annual order of compost, and for funding of projects as outlined in Section 6.07 of these Bylaws.

Section 4.03 Donations: Donations may be accepted by RCG. If a donation is made towards a specific project then funds will be set aside for said project. However, the usage of the funds will be prioritized by the Steering Committee.

Section 4.04 Member in Arrears: A Member who fails to pay the required fees by the due date (as defined in Section 4.02 above) or fails to communicate with the elected Officers shall lose his/her good standing status and relinquish his/her garden plot. There will be no grace period.

Section 4.05 Reimbursements: Reimbursements for purchases intended for community use or RCG maintenance require prior authorization by the Coordinator and/or Treasurer. Non-budgeted expenditures exceeding a cost of \$50 must be pre-authorized by majority vote at a Steering Committee meeting unless such expenditure is in response to an emergency situation. Such emergency expenditures may be authorized by the Coordinator and/or Treasurer (as defined in Section 5.01).

Section 4.06 Funds: The funds of the RCG shall be deposited and managed in accordance with the written policies as outlined in Section 6.07 C of these Bylaws. A minimum of \$500 over and above the budget for projected expenses shall be maintained as a reserve.

Section 4.07 Records: The records of the funds of the RCG are the property of the RCG and shall be available for review by any Member of the Garden.

Article V

Officers

Section 5.01 Elected Officers: The elected officers of the Garden shall be five (5) in number: a Coordinator, a Secretary, a Treasurer, and two (2) Garden Stewards. Collectively the Coordinator, the Secretary, the Treasurer, and the two Garden Stewards shall be known as the Steering Committee Officers. They will give monthly reports during Steering Committee Meetings as defined in Section 6.04 and shall be expected to attend all Steering Committee Monthly Meetings.

Section 5.02 Non-elected Officers: Non-elected officers of the Garden shall be four (4) in number: a Sustainable Food Project liaison, a Webmaster, a Publicity Chair, and a Faculty Mentor. The Steering Committee Officers shall appoint these officers.

Section 5.03 Qualification: Only undergraduate students of UCSD whom is a Member in good standing shall be eligible to serve as an Elected Officer. A Non-Voting Member may also be eligible to serve as an Officer if he/she has been a Member (and thus an undergraduate student at UCSD) of RCG in good standing or deemed a dedicated Volunteer by Quorum as outlined in Section 6.05 of these Bylaws.

Section 5.04 Terms of Office: Elected officers shall take office at the end of the first Steering Committee Meeting held during Fall Quarter and shall serve for one year. Officers graduating in Spring or Summer Quarter shall notify RCG of their resignation from office before the last Steering Committee Meeting of the fiscal period (as defined in Section 4.01) at which point the position will be considered vacant.

Section 5.05 Duties: Officers shall perform those duties regularly and customarily considered appropriate. The officers shall also perform those duties assigned by the Steering Committee. General duties are delineated in Section 6.07. At least two Officers shall be present at every Sunday volunteer hours. Additional details are available from the Coordinator.

Article VI

Steering Committee

Section 6.01 Composition: The Steering Committee shall be composed of all voting Members present at the Steering Committee meeting. Between meetings, the five elected Steering Committee Officers as defined in Section 5.01 will act on behalf of the Steering Committee.

Section 6.02 Powers: The Steering Committee shall:

- Be the authoritative body of the RCG.
- Define and implement the policies which shall govern the RCG in its activities.
- Determine fees and assessments, if applicable, by a majority vote of the Voting Members then present at the meeting.
- Enact, amend, and repeal the Bylaws of the RCG; provided however, any amendment or repeal of the Bylaws shall require 2/3 vote of the Voting Members submitting a ballot in person or electronically.

Section 6.03 Duties: It shall be the duty of the Steering Committee:

- To annually elect officers.
- To annually adopt a budget.
- To receive and act upon all monthly reports and activities.

Section 6.04 Monthly Meetings: The Steering Committee shall convene the first Sunday of each month. If the first Sunday is during a break or University holiday the Steering Committee shall convene the following week. Prior notification of the first meeting must be sent out at least one week prior to the set date. The notification may be sent out electronically.

- (a) A subcommittee comprising of at least two officers will perform a walk through of the garden before Monthly Meetings to evaluate plots and identify any work that needs to be done.

Section 6.05 Quorum: At least three elected officers and four Voting Members present shall constitute quorum for the transaction of business at any meeting of the Steering Committee.

Section 6.06 Ballots by Absentee Submission: Any action which may be taken at a regular meeting of the Steering Committee may also be taken by an absentee ballot, either via email or advance hard-copy provided that the following requirements are satisfied:

- The Steering Committee distributes a written ballot by email to every Voting Member; and
- A copy of the written ballot is posted in the RCG shed; and
- The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of any proposal, and provide a reasonable time within which to return the ballot.

Section 6.07 Officers: There shall be:

- A Coordinator who shall be elected for one-year term
 - Duties include a) attend all Steering Committee meetings, b) keeping approval up to date and the garden's student org status including appointing four undergraduate members as principle members, c) keep the wait list up-to date, d) responsible for coordinating the garden functions, e) communicating and acting as a liaison with UCSD administration, and f) working with Garden Stewards to assign plots to new gardeners and conduct orientation of new gardeners.
 - Vacancy: In the event of a vacancy it shall be filled by an election held at the next meeting of the Steering Committee.
- A Secretary who shall be elected for a one-year term
 - Duties include a) attend all Steering Committee meetings, b) take minutes of meetings, write up and email minutes to Members, c) handle correspondence and keep mailing lists up to date (RCGarden-core@googlegroups.com and RCGarden@ucsd.edu), d) keep bylaws and amendments up to date, e) keep an inventory of books and items in shed, and f) take and collect photographs.
 - Vacancy: In event of a vacancy it shall be filled by an election held at the next meeting of the Steering Committee.
- A Treasurer who shall be elected for a one-year term
 - Duties include a) attend all Steering Committee meetings, b) collect Fees, c) prepare a quarterly report of all expenditures and incomes, d) prepare an annual report of all

- expenditures and incomes with supporting documents, and e) maintain a record or ledger to be kept in the RCG shed.
 - Vacancy: In event of a vacancy it shall be filled by an election held at the next meeting of the Steering Committee.
- Two (2) Garden Stewards shall be elected for a one-year term. At least one Garden Steward must be an Undergraduate. Also at least one Garden Steward is required to be in attendance of Sunday Volunteer Days
 - Duties include a) attend all Steering Committee meetings, b) ground keeping including prevention of unpermitted expansion of the garden; maintain garden watering system and upkeep; and research crops for Communal Plot plantings, c) maintain tools, replace broken tools, and replace new equipment, and d) accomplish a project or organize an event during each of his/her term.
 - Project or event must be for the benefit of the garden or the UCSD Community within guidelines of RCG's mission. ~~Each Garden Steward will be funded up to \$100 for the organization of the event or project. Additional funds may be requested during Steering Committee Meetings.~~ Garden Stewards may combine efforts to organize events or large-scale projects. After the event a report must be written and filed in the shed. (Past projects have included addition of an herb garden, native plant garden, xeroscaping with succulents and drought tolerant plants. Events have included organizing music at the garden, Earth Day, Radical Rush Week, Composting Workshops, inviting a San Diego Master Gardener to come and speak, trips out to farms, etc.)
 - Vacancy: In event of a vacancy it shall be filled by an election held at the next meeting of the Steering Committee.
- A Sustainable Food Project liaison who shall be elected for a one-year term
 - Duties include a) attending at least one Steering Committee meeting a quarter, b) coordinating with a Garden Steward and other Sustainable Food Project liaisons to pick, harvest, and deliver ripe produce to take to market, c) organize an educational event during each of his/her term.
 - Event must be for the benefit of the garden or the UCSD Community within guidelines of RCG and the Sustainable Food Project's mission. The Sustainable Food Project liaison will be funded by the RCG for up to \$100 for the organization of the event. Additional funds may be requested during Steering Committee Meetings. The Sustainable Food Project liaison may work with a Garden Stewards to combine efforts to organize events. After the event a report must be written and filed in the shed. (Events have included organizing music at the garden, Earth Day, Radical Rush Week, Composting Workshops, inviting a San Diego Garden Steward to come and speak, trips out to farms, etc.)
 - Vacancy: In event of a vacancy it shall be filled by an election held at the next meeting of the Steering Committee.
- A Webmaster who shall be appointed for a one-year term
 - Duties include a) maintaining and updating the RCG website (RCGarden.ucsd.edu), b) maintaining and updating the RCG social networks, and c) attending at least one Steering Committee meeting a quarter.
 - Vacancy: In event of a vacancy it shall be filled by appointment at the next meeting of the Steering Committee
- A Publicity Chair who shall be appointed for a one-year term
 - Duties include a) attending at least one Steering Committee meeting a quarter, b) advertising events through posters, tabling, emails, blogs, etc, c) in charge of outreach and key contact for questions regarding involvement, d) connects other student organizations with the garden for support, students involvement, and collaboration, e) insures transparency and healthy dialogue with faculty advisor, sustainability and facilities offices on UCSD campus, f) send out an annual newsletter with updates of the garden, and g)
 - Vacancy: In event of a vacancy it shall be filled by an appointment at the next meeting of the Steering Committee.
- A Faculty Mentor who shall be selected by the Steering Committee.

Article VII

Plots

Section 7.01 Plot Distribution: Plots will be subdivided into two categories: leasable individual plots and unleaseable community plots.

Section 7.02 Individual Plots: Individuals or student groups may lease and maintain garden plots. RCG will give priority to undergraduate students of UCSD before staff, faculty, and alumni.

- At least 2/3 of the plots shall be reserved for undergraduate students including undergraduate student groups.
- Plot turn over shall occur starting Fall Quarter second week through end of spring break and Spring Quarter second week through the end of summer break.
- Upon assignment of a plot, Gardeners must begin work within fourteen (14) calendar days. A Non-Voting Gardener sharing the plot must be registered with the Coordinator and identified on the Contract.
- Plots are for seasonal planting of vegetables and flowers. Gardeners are not permitted to plant any trees, berries, bamboo, roses, vines, mint, artichokes, asparagus, or perennial shrubs as permanent plants have invasive roots are difficult to remove. Members may plant small perennial herbs (rosemary excluded) and strawberries.
- Gardeners shall be vigilant about shading out their neighboring plots with tall plants and structures.
- Borders are required to mark the boundary of the garden plot and shall be no higher than twelve (12) inches without prior approval by the Steering Committee. It is each Gardener's responsibility to provide or replace borders as necessary and maintain them in good condition. Borders should be sunk several inches into the ground to prevent soil erosion.
- Gardeners shall keep his/her plants confined within the borders of the garden plot. Gardeners shall keep the garden plot and surrounding walkways free of weeds and trash.
- Gardeners are responsible for the removal of his/her own weeds and vegetable matter.
- Garden plots must be kept fully planted and productive during all seasons and cannot lie fallow. Fully planted is defined as not less than 2/3 planted. Seasonal plants must be utilized to fulfill this 2/3 requirement if a plot's primary plants are dormant.
- Harvest all ripe produce on a regular basis to deter theft and limit food waste. Although all crops grown in individual plots will be the property of those individuals whom have leased the land if a plot is determined abandoned or left unpicked after a notice the crops will be picked and donated to the RCG.
- No member is allowed to sell crops grown at RCG for profit. RCG encourages all members to share extra produce with volunteers or donate to the RCG.

Section 7.03 Community Plots: Community Plots are plots that are to be worked on by Members and/or Volunteers and will serve multiple purposes.

- These plots will be clearly labeled and easy to recognize by all Members of RCG.
- These plots will be maintained by Garden Stewards who will practice crop rotation and organize volunteers to tend to these plots.
- Plots will be reserved for new associates of the garden to work in the garden space and get involved in gardening activities.
- Plots may serve as spaces for educational purposes where community members and non plot holding Members may be invited to partake in gardening activities and learn about sustainable agriculture.
- Community Plots may be used as to grow perennials that are prohibited in individual plots for the benefit of all Members of RCG and Volunteers.
- Members of the garden can vote during the Steering Committee meetings to convert a plot into one large planting of long season crops (such as potatoes, onions, corn, peppers, etc) in a Community Plot. When a Community Plot is used for this purpose, the Garden Steward will be in charge of coordinating the planting of the plot. Each plot shall receive an equal amount of the harvest after a third (1/3) of the harvest has been reserved for selling.