

Red Shed Garden By-Laws

Article I. Name and Purpose

1. The purpose of RSCG is to **Promote, Create, and Maintain a Sustainable Green Space in Brooklyn**, and to encourage community involvement in the betterment of the community while providing members with the joys of gardening.
2. The organization shall maintain an online presence at www.redshedgarden.com and social media, including but not limited to Facebook and Instagram, to encourage online involvement of its community year-round.

Article II. Membership and Dues

- A. Membership shall be available to any household that agrees to subscribe to the By-Laws of RSCG. A membership is for a single household. RSCG offers 2 (two) membership levels.
 1. General Membership: allows members to visit and use the garden freely, this includes the common spaces and community beds.
 2. Private Plot Membership: allows members to visit and use the garden freely, this includes the common spaces and community beds. Private plot members are also required to attend a minimum of 10 workdays/meetings.
- B. To become eligible for a private plot, a general member must attend a minimum of 3 consecutive workdays.
- C. Membership dues are \$25 per year, paid at the beginning of the season or when signing up. Members will receive a key to the garden and the combination to the shed.
 - i. Inability to pay dues should not prevent any member of the community from joining the RSCG. Please notify the membership coordinator and the treasurer if you are unable to pay.
- D. New and returning members are required to supply The Red Shed with up-to-date contact information; including but not limited to home address, phone number and/or email; when paying dues at the beginning of the season or when signing up.
- E. Each member shall be entitled to one vote in matters concerning revisions to the By-Laws or other issues put before the general membership of RSCG for approval.
- F. Members must submit proposals relating larger changes in the garden and expenses over \$25 to the RSCG general email at redshedcommunitygarden@gmail.com. Proposals will be disseminated via email newsletters to all members for review. Members will discuss and vote on proposals at general meetings.

Article III. Meetings of Members

- A. General meetings will be held twice a month, alternating on Saturdays and Sundays, unless otherwise stated. On average there will be about 17-19 weekend workday/meetings per season.
- B. A weekday workday will be held on Tuesday from 6pm-8pm and consist of putting the trash, recyclables and compost out on the curb for Wednesday morning pick-up.

- C. Notice of meetings will be placed on the bulletin board in front of the garden and disseminated via email newsletters.
- D. Special meetings may be called by a committee chairman or the Board of Directors (Coordinators).
- E. At meetings, decisions shall be made by a vote of the simple majority of the members present.
- F. Meeting minutes will be kept and saved on the RSCG website blog for members' review.
- G. Members must sign an attendance sheet during any workday and/or meetings.
- H. Members with a private plot are required to attend a minimum of 10 workdays/meetings per season with at least 1 general weekend meeting per month, exception can be made for travel, sickness, religion, etc, and must be communicated to the membership coordinators and may not miss more than 3 consecutive meeting.

Article IV. Board of Directors

- 1.
 - 2. Communications Coordinator(s) – shall be responsible for overseeing all communications within the garden and will also be responsible for taking meeting minutes. He/she will administer the garden's web site and ensure its orderly use.
 - 3. Membership Coordinator(s) – shall be responsible for compiling membership registration forms, overseeing and assigning individual plots and garden keys, overseeing and assigning open hours and taking attendance at workday/meetings. In addition, shall be responsible to maintain the same records online and approve new user who request access to the online community.
 - 4. GreenThumb Coordinator(s) – shall be responsible for all communications with GreenThumb, including ordering supplies, sending members to attend workshops, coordinating meetings, and maintain GreenThumb events calendar online.
- B. Official decisions shall require only a simple majority of the Coordinators present at any board meeting
 - C. Elections of Directors shall be held annually at a general meeting with each membership having one vote for each elected office. A member who wishes to hold a Director position may submit a nomination form to the current Board of Directors
 - D. Vacancies in any seat shall be filled for the un-expired term by appointment of the Directors
 - E. Directors may establish and abolish standing and special committees

Article V. Standing Committees

- A. The Board of Directors shall create committees as needed and appoint all committee chairs
 - 1. Landscape Committee - shall oversee the general maintenance and upkeep of the garden grounds, structures and tools. This committee will post and maintain a list of suggested maintenance tasks. Projects, installations, plant acquisitions or proposals for use of common spaces should be raised first with the Landscape Committee.

2. Water Committee - shall oversee the collection of water for the garden. They will keep the hydrant permit up to date, oversee the use of the hydrant, and maintain the rainwater harvesting system.
3. Compost Committee - shall oversee the composting project, including member education, posting of signs, collection of brown materials, and the turning, monitoring and maintaining of bins
4. Garden Events - shall oversee all larger-scale garden events such as fundraisers, educational events, plant sales, and BBQs.
5. Garden Outreach - shall maintain existing relationships with community organization (e.g. St. Nick's Alliance) and also seek out possible contacts within the local community, such as youth organizations, other gardens, schools, etc.
6. Communal Beds - shall organize new members in communal beds and oversee education and planting plans.

B. Committees do not make final decisions, they bring suggestions and recommendations to the general meeting for consensus

Article VI. Treasury

- A. The Red Shed Community Garden shall maintain a treasury for common area development and other garden projects.
- B. Disbursement of funds will be voted on by the garden membership. No monies over the sum of \$25 will be distributed without a vote.
- C. Itemized receipts must be presented to the treasurer in advance of reimbursement
- D. The treasurer will provide a quarterly summary of the garden's financial status to the general membership.

Article VII. Individual Garden Beds

- A. Individual garden beds will be assigned in the early spring by the Membership Coordinator and are based on availability and garden participation. Priority will be given to members actively contributing to committees and attending meetings as well as returning members.
- B. Members not receiving an individual bed assignment will be placed on a waiting list and assigned a bed when/if they open up during the season. Members on the waiting list are invited to use the shared community bed for the growing of produce.
- C. Permanent beds must be used for growing produce, edible plants, and flowering plants under 4 feet tall. Non- edibles may not exceed 33% of the overall bed size.
- D. Individual garden beds must be planted by June 1st and maintained through-out the entire growing season. If a private plot is deemed neglected, the private plot member will have 7 days from date of notification to rectify the situation. If said member is notified more than 3-times in a growing season that member will forfeit the private plot. Any individual bed left unattended or not properly maintained, including its perimeter, will be turned over to the Directors for reassignment.
- E. NO MEMBERS SHALL TAKE ANY PLANTS OR PRODUCE FROM AN INDIVIDUAL BED WITHOUT THE PERMISSION OF THE BED HOLDER.

- F. No bed shall be larger than 4' x 8'.

Article VIII. Common Areas

- A. Communal beds will be available for the growing of produce only. All community members are allowed to plant and harvest produce from the communal beds.
- B. Annual planting plans for the Communal Beds will be overseen by the Community Beds Committee (Coordinators) who will present their proposal at meeting no later than the end of April. Any member may present requests for plants or changes to the Committee (Coordinators) prior to planting or during the growing season
- C. Golden Rule of Communal Gardening: If you aren't sure what a certain plant is or what it requires, please ask someone on the Landscaping or Community Bed Committee before you pull it out/prune it/move it.
- D. Proposals for large annual plantings and perennial plantings should be brought to a garden meeting to discuss design, process, funding, maintenance and other project details. No large annual planting or perennial planting should take place until it has been discussed at a garden meeting. Any planting not approved in the common areas will be removed from the garden.
- E. The Landscape or Community Bed Committee, as defined above, should have an annual garden maintenance plan that takes into account the common areas of the garden, existing and proposed projects and projects in design and/or construction. These maintenance activities should be divided into large and small tasks. The large tasks should be assigned to garden workdays. The small tasks should be posted on the bulletin board and on the inside of the shed door, and garden members and volunteers should check this list of small tasks during open hours and other times that they are in the garden.

Article IX. Garden Policies

- A. Open Hours - The RSCG is required to be open to the public for a minimum of 20 hours per week. Each member shall sign up and maintain approximately 4 open hours per month. It is the responsibility of each member to find a replacement if they are unable to perform their open hours. Failure to maintain open hours is grounds for membership termination. A minimum of one garden member must be present during open hours. Weekday Open hours are Monday through Friday 4:30PM-7:30PM, Saturdays & Sundays 10AM-2PM.
- B. Organic Gardening - No pesticide, herbicides or non-organic fertilizers may be used in the garden. No treated wood may be used for garden beds. We use only organic growing practices.
- C. Composting - The RSCG has a public composting area for members. Gardeners are encouraged to compost kitchen scraps and yard waste materials. Please follow the guidelines posted in the composting area.
- D. Garbage - It is the responsibility of ALL garden members to maintain the garbage. There are bins for general garbage, recyclables and compost, as a member you are expected to dispose of your garbage accordingly. Garbage is picked up 3-times a week, Monday, Wednesday and Friday mornings. Recyclables and Compost are picked up on Wednesday morning.
- E. Children - Toddlers and very young children must be accompanied by a parent or guardian at all times. Children up to ages 15 must be accompanied by an adult when gardening.
- F. Animals - Pets are allowed in the Red Shed Community Garden. ALL pets must remain on a leash at all times and must be supervised, maintained, and cleaned up after.

- G. Alcohol - Possession and/or consumption of an open container of alcohol by a person of legal drinking age is illegal in New York State and the Borough of Brooklyn.
- H. Smoking - Smoking is prohibited by New York City law on all NYC parks properties (that's us) - please do not smoke in the garden. Anyone smoking on the premises may be asked to leave. Anyone smoking any illegal substance will be asked to leave and will forfeit membership.
- I. Probation & Termination - Failure to comply with all garden bylaws is grounds for probation. The Board of Directors in accordance with the seriousness of the offense will determine the member's status. Membership may be terminated for serious offenses.
- J. End of Season - All individual beds must be cleared of old plants at the end of the season and either mulched or planted with cover crop. All members are expected to assist with 'closing' the garden by cleaning equipment, storing items and removing waste at the end of season workday.
- K. Gatherings - Members are welcome to use the garden for small gatherings; if possible, as a courtesy to others kindly make a note on the website or in the shed letting fellow gardeners know in advance. Members holding large gatherings (over 50 people) must provide notice to all garden members before the event, make a security deposit of \$150 and complete a liability form. Persons using the garden for a large event are also encouraged to make a donation to the garden. For any event, small or large, members are responsible for all removal of trash by the end of the event; in no case is it acceptable to leave clean up until the next day. If you are interested in holding a large event please talk with a Red Shed coordinator. All gatherings are free and open to the public. ALL guests must respect the common spaces and private plots. By abiding to all rules and policies listed above.
- L. Grievances - All grievances are to be brought to the Board of Directors for resolution.
- M. RSCG reserves the right to terminate any membership or ask any visitor to leave the premises if member or guest is not abiding by any of the policies listed above.

Article X. Amendments

These By-Laws and the Rules and Regulations of the Red Shed 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 shall be available to the members. This must be done a minimum of two weeks before the meeting at which the vote is taken. The changes will be read to the members before the vote is taken.