

Rose Roots Community Garden Bylaws

Rev. 8_02_21

Our Mission

To create a beautiful, organic community garden, orchard and collaborative environment that restores the bond between people, food and nature. We will work with each other and the land with integrity, courage and artistic thinking to create a better local-food system and a fertile, abundant world for the children who follow us, prioritizing Justice, Equity, Diversity and Inclusion in all garden operations. We aim to provide fresh food to community organizations in need and education for our gardeners and community.

Our Vision

Everyone in the region participating in and benefiting from an equitable and ecologically sound food system, compassionate communities and rich experiences with nature.

We Value

Sustainability, Education, and Community Outreach

Membership

Any person regardless of race, creed, color, age, sexual orientation, handicap, or location of residence may become a member of the Rose Roots Community Garden by paying the per plot membership fee. The per plot membership fee will be determined by the Steering Committee, is non-refundable, and may be used at the discretion of the Steering Committee, to pay for supplies and services for the garden and orchard. Membership entitles each individual in the member household to participate as a gardener in private garden plots, shared garden plots and to make use of the composting facilities. Members also elect the officers, may themselves serve as officers, and may serve on the Steering Committee.

For the purpose of voting and petitioning in accordance with these Bylaws, each plot will count as one vote or as one petitioning member regardless of the number of individuals that work that plot. A non-voting Honorary Membership may be conferred, by vote of the membership, upon deserving garden members who no longer wish to garden or are otherwise unable to do so; but wish to participate in garden activities. Honorary Members shall not be required to pay membership fees and may not serve on the Steering Committee. Except where otherwise specified, the term "member" in these bylaws refers to the household and not to individuals within the household. Membership may be terminated at any time by notice from the member, by majority vote of the Steering Committee, or by petition from five or more members.

Electing Officers

Officers are unpaid volunteers chosen from the membership. They can be nominated by another member or self-nominated prior to the annual members meeting and elected bi-annually at the annual meeting. The full membership should be given 2 weeks notice of an upcoming election and nominations for leadership should be solicited. Officers are elected, either in person or by proxy, or by the prior completion of a ballot, with a majority vote (of the received completed ballots). Officers receiving a majority of the votes cast will be elected and will serve for two years.

At the time of election, someone other than the existing elected officers or those running for office should manage & communicate the election process. In election years, the Steering Committee will nominate a gardener or gardeners to fill this role. The Steering Committee may develop and establish the Election Ballot and guidelines while the appointed Election manager(s) will control the ballot during the election period. In the event that all positions are not filled, members may be recruited by the steering committee at any time to fill the positions and elected via a steering committee vote.

In the event that an elected individual cannot complete their 2-year commitment, then an existing gardener nominated by the steering committee may take on this position. Elected leaders may run for consecutive terms only if no other member has been nominated.

Responsibility of President The President presides over all meetings of the Steering Committee, sets agenda, organizes potlucks and/or annual meetings, coordinates communication to the various committees, and is the liaison between the garden, Denver Urban Gardens, ("DUG"), and the City of Arvada.

Responsibility of Vice President The Vice President acts as the President when the President is absent or unavailable, and sits on the Steering Committee. The Vice President can share the President's responsibilities as requested by the President.

Responsibility of Administrator The Administrator is responsible for all written records of the organization, minutes of meetings, official correspondence, and sits on the Steering Committee.

Responsibility of Membership The Membership is responsible to track and maintain member plot records, collect plot fees, field phone and email inquiries, maintain gardener wait list, track member community service hours, hold guidelines, and sits on the Steering Committee.

Responsibility of Treasurer The Treasurer is responsible for all financial records, has the authority to give approval to Denver Urban Gardens for the release of money on behalf of the organization and sits on the Steering Committee.

Steering Committee The Steering Committee shall be composed of three members, of the listed above, and no more than seven. Any member may join the Steering Committee at any time if a position is open, by nomination of at least two members, not including themselves. Advance notice of such nomination must be given at least one week before the next Steering Committee meeting. Members thus nominated serve on the Steering Committee for two years, after which re-nomination is required. Any member missing three consecutive meetings of the Steering Committee will be removed from further service on the Steering Committee. Members that are removed from the Steering Committee as a result of missed meetings may only be reinstated for service once, through re-nomination. The Steering Committee may, by a majority vote at any meeting, waive this limit in individual instances. Termination of membership in the organization also terminates service on the Steering Committee.

A quorum of 50% or more of the Steering Committee is required at each meeting, in order to transact business. Decision making at such meetings will be by majority vote of those present. Steering Committee meetings shall be open to all members, although only members duly nominated to the committee prior to the meeting shall have voting rights and be counted for quorum.

Sub-Committees

Sub-committees are formed when garden volunteers sign-up at any time on the online sign-up sheet provided on the Rose Roots Website. Lead positions may be filled by more than one garden member. There is no limit to the number of gardeners who may participate in any sub-committee as long as every gardener on the committee has paid their annual dues. The formation of new sub-committees must be approved by the Steering Committee. Each sub-committee lead must report to the President and Vice President in writing monthly one week before the scheduled monthly meeting.

Sub-Committee Leads Lead positions that are not elected, but taken on by individual members as volunteer positions, may be outlined by the Steering Committee. If more than one person wishes to lead a particular Sub-Committee, a vote may be held at any monthly meeting to select a Lead, if all members are notified and present who wish to Lead. The Steering Committee may dissolve any Sub-Committee at any time if it is deemed the task has been accomplished or the Sub-Committee is no longer needed. A Sub-committee lead may be removed at any time with a majority vote by the steering committee. The sub committee lead must report to the President and Vice President before each monthly steering committee meeting.

Sub-committee leads may serve two year terms. Leads will be appointed by the Steering Committee elected in September for the following year and will be selected at a January planning meeting each year for the next season. If a Lead has fulfilled their two year term, a Steering Committee member may fill that role if another gardener is not designated, or the steering committee may choose to reappoint leads as needed.

Garden Plots The combination of private and shared garden plots, and their size and layout, shall be determined by the Steering Committee and may be altered from year to year. All members may participate in the planting and maintenance of shared garden plots and the overall garden infrastructure.

Any member may for an additional fee rent a second private garden plot, when available. The additional plot will be reserved for their private use for one growing season, provided that such use complies with the Rules and Regulations. The number, size, location, cost, and assignment to members of private garden plots will be determined by the Steering Committee and may be altered from year to year. However, whenever a plot survives from year to year the renter of that plot during the previous year will be given first choice to rent that plot again in the immediately following year. Rents paid for private plots will not be refunded, even if membership is terminated during the rental period.

Garden Resources

The West Barn and East Shed house materials to be used for gardeners only, and specifically to maintain garden plots and garden community areas. Tools should not be removed from the garden premises. The East Shed will be the storage area for all flammable materials in

appropriate sealed containers. Major renovations anywhere on site, including community spaces and the West Barn and East Shed shall be approved by the Steering Committee.

Public Access The Rose Roots Community Garden is located in The Hills at Standley Lake Park and shall be open to the general public provided that their activities do not interfere with the operation of the gardens and are not in violation of the Rules and Regulations. The Public must follow all DUG guidelines, as adopted by Rose Roots, and must abide by all City of Arvada laws. The Steering Committee shall seek and maintain insurance and other measures necessary for such public access.

Meetings The members will meet at least once per year at a place and time set by the Steering Committee, with the purpose of electing officers for the following year, to review the financial status of the organization, to discuss planning for the coming year, and to socialize. Advance notice must be given to all members at least two weeks before the date of the meeting.

Regular meetings of the Steering Committee will be held as needed, with at least two weeks advance notice of the place and time of meeting to all Steering Committee members. The requirement for advance notice of Steering Committee meetings may be waived by mutual agreement of all Steering Committee members.

Rules and Regulations The Rules and Regulations for use of the Rose Roots Community Garden shall be established by the Steering Committee. Members must abide by these rules. Failure to do so will be grounds for termination of membership.

Insurance Denver Urban Gardens covers liability insurance for the grounds within our Garden. Plot fees go towards covering this liability insurance, and as such, it is encouraged that all members who work in the garden plots be required to pay plot fees. The City of Arvada also holds liability that covers all the open space in and surrounding the garden. DUG also provides waivers for liability for gardeners working off site. It is encouraged that all Sub-committee members working off site and volunteers working for Rose Roots submit waivers.

Amendments These Bylaws may be amended by the Steering Committee, or by petition from a majority of the members. Members who wish to change the Bylaws must submit the proposed change in writing at least one week prior to a monthly meeting of the Steering Committee.

Organizational Note The Rose Roots Community Garden is currently organized legally under Denver Urban Gardens ("DUG"), a 501(c)(3) corporation and is doing business under the name "Rose Roots Community Garden." The land, on which the Rose Roots Community Garden is located, is owned by the City of Arvada and is Jefferson County Open Space.