

BY-LAWS

The Blair Road Community Garden Association

Promulgated by the Board of Directors; Revised and Adopted as Authorized by the Members of the Association at the Meeting on November 7, 2015.

The name of the Association shall be:

THE BLAIR ROAD COMMUNITY GARDEN ASSOCIATION

The Object of this Association is: To provide garden plots at the Blair Road Garden, South Dakota Ave and McDonald Place at New Hampshire Ave, NE, to gardeners who are interested in raising vegetables for home use.

MEMBERS OF THE ASSOCIATION: Shall be those persons to whom a garden plot has been assigned by the Chairman and Board of Directors. Membership shall continue in the same garden plot as long as the member has an assigned garden plot. Membership shall cease when the member's garden plot is terminated by the Board of Directors, or when the member voluntarily relinquishes his/her assigned garden plot. All members will pay an annual garden fee, and have an official vote in election of officers and other board members, and amending and ratifying the by-laws.

MEETINGS OF MEMBERS: There shall be an Annual Meeting in October for election of Officers and Board members of the Association and consideration of other garden business. There shall be a Spring meeting to discuss garden business and to conduct the initial issuing of garden permits. The members shall be given thirty (30) days' written notice of the time and place of the Fall and Spring meetings. A quorum for the Fall and Spring meetings of members shall be thirty-five (35) members attending and who shall vote in person.

A majority of the Board of Directors may call a Special Meeting at any time. The members of the Association shall be given ten (10) days' written notice of the time and place of Special meetings. A quorum for Special meetings of members shall be twenty (20) members attending and who shall vote in person.

A member of the Association may request the Board of Directors in writing to call a Special Meeting to address a problem or concern. If the Board of Directors fails to address the problem or concern or call a Special Meeting within fifteen (15) days of the request, then a minimum of fifteen (15) members of the Association may sign a petition and submit it to the Board of Directors, and the Board of Directors shall immediately call a Special Meeting in accordance with these by-laws.

ASSIGNMENT OF GARDEN PLOTS: Shall be assigned annually by the Chairman and Board of Directors after application is submitted to the Chairman. Forms shall be available from the Secretary.

The Board of Directors shall mail renewal forms/requests for the annual garden fee no later than February 1st of each year. The deadline for submission of applications is March 15th. If the annual garden fee is not paid by March 15, use of the garden plot will be forfeited. If there are special reasons why the garden fee cannot be paid by March 15, appeal may be made to the Chairman and Board of Directors.

The Chairman and Board of Directors shall maintain a list of people interested in membership and undertaking gardening activities within the Blair Road Community Garden. The list shall be kept on a first applied, first admitted basis for membership. Additional rules for governing the issuance of garden plots shall be in concordance with the most recent version of the Rock Creek Park Community Garden Regulations.

BOARD OF DIRECTORS

The Board of Directors shall consist of nine (9) elected members including four (4) elected officers, four (4) elected section captains and one elected at large member. The election of Officers and Board members shall be by secret ballot, with the highest number of votes cast being necessary for election. Ballots shall identify candidates for the Executive Committee, Section Captains and the At Large Member. Ballots shall be counted at the Fall meeting and winners of each office announced at the Fall meeting.

Term of Office: One year and until the Fall meeting.

Executive Committee or Board of Directors Vacancy

In the event of a vacancy on the garden board, an emergency meeting of the membership will be called and members will directly elect a replacement board member.

The Section Captains will represent and advocate for the interests of their respective sections, and act as liaisons between the Board of Directors and the gardeners in their section. Section Captains will use their best efforts to ensure gardeners in their respective sections adhere to Rock Creek Park and Blair Road Garden Rules.

The At-Large board member will represent and advocate for the interests of all the gardeners in the entire garden.

There shall be an EXECUTIVE COMMITTEE of the Board of Directors consisting of a Chairman, a Vice Chairman, a Secretary and a Treasurer.

CHAIRMAN: Duties shall be:

- A) Responsible for carrying out the policies and operations of the Association.

- B) Act as liaison officer between the Association and other agencies having jurisdiction over the grounds.
- C) Act as liaison officer between the Association and the public at large.
- D) Bring to the attention of the members such matters of business as are in the interest of the Association.
- E) Maintain a list of applicants and assigned garden plots.
- F) Preside at all meetings of the Board of Directors.
- G) Preside at all meetings of the general membership.
- H) Meetings of the Board of Directors may be called by the Chairman at any time upon seven (7) days' notice to the members of the Board of Directors. Meetings shall be called by the Chairman at the request of two (2) Members of the Board of Directors.
- I) Make all repairs, handle all complaints, and assign and/or hire responsible parties to address the repairs or complaints subject to approval of the Board of Directors as addressed in these By Laws.
- J) The Chairman may also be known as "Garden Manager", "Manager" or "President."

VICE-CHAIRMAN: Duties shall be:

- A) Act on all matters and duties normally performed by the Chairman, in the latter's absence, and assist the Chairman as required; and, if the Chairman discontinues one's services, the Vice Chairman shall become the Chairman until the next election.
- B) Audit the association accounts twice a year.

SECRETARY: Duties shall be:

- A) To record the Minutes of the Meetings of the Association, and to act as custodian of records.
- B) Maintain a current listing of garden plots, their location and to whom assigned.
- C) Be responsible for promulgating and sending all notices of meetings, applications and renewal forms, and conduct such other correspondence as may be required by the Chairman and the Board of Directors.
- D) Advise the Chairman and the Board of Directors of garden plots not in use and available for reassignment.

- E) The Secretary may appoint an Assistant secretary contingent upon approval by the Board of Directors.

TREASURER: Duties shall be:

- A) Receive all dues and monies and maintain a record of names of persons paying the same, date paid and amount received.
- B) Do banking and make payments as required and authorized. Checks to be signed by two (2) of the Associations' officers, the Treasurer and the Chairman. In case of the Chairman's absence or unavailability, the Vice Chairman may sign in place of the Chairman.
- C) Make reports as required to the Chairman, the Board of Directors and Association.

The duties of the Board of Directors shall be:

- A) To promulgate, adopt, and, from time to time, amend Rules for Garden Plots and Paths, their use and maintenance to be observed by members. The rules shall include the conditions under which the garden plot area permit is granted by the National Park Service.
- B) The Chairman and Board of Directors, each year, shall re-assign existing garden plots for the garden season to approved renewal members (continuing members) and assign garden plots to approved new members.
- C) Shall terminate at any time a member's plot assignment and forfeit his/her right to further use of the garden plots and paths, their use and maintenance. However, such forfeiture shall be only after written notice has been given to the member by the Board of Directors of the Rules violation and the failure to correct the violation in a reasonable time (15 days).
- D) Suggest to the Association annual garden fees and other fees necessary to provide for the Association's annual operating expenses, equipment costs, water service costs, general garden maintenance, and other services deemed necessary.
- E) Approve and authorize payment from Association funds for all disbursements. The Board of Directors may authorize the Chairman to make limited expenditures up to a certain dollar amount without Board of Directors approval. Each expenditure by the Chairman shall be promptly reported to the Board of Directors.
- F) The Board of Directors may amend the Blair Road Community Garden Association Rules after ten (10) days written notice to each of the members of the Association.

G) Assemble and disband committees as required.

COMMITTEES

There will be Standing and Ad Hoc committees in the Blair Road Community Garden Association.

Standing Committees

Executive Committee. The Executive Committee consists of the Chairman, Vice Chairman, Secretary and Treasurer.

Finance Committee. The Finance Committee will be chaired by the Treasurer.

By Laws and Rules Committee. The By Laws and Rules Committee will be chaired by the Secretary.

Ad Hoc Committees

The Board of Directors may establish or disband ad hoc committee as needed.

ALL OFFICERS, BOARD MEMBERS AND COMMITTEE MEMBERS: Shall be members of the Association.

Note:

The Association shall not be held liable for loss, damage, claim or liability arising from the issuing of the permits for use of the Blair Road Association plots.

END.

These By-Laws were revised and adopted on November 7, 2015.