

## **BY-LAWS**

### **The Blair Road Community Garden Association (BRCGA)**

Promulgated by the Board of Directors; revised and adopted as authorized by members of the Association on November 12, 2022.

The name of the BRCGA shall be: **THE BLAIR ROAD COMMUNITY GARDEN ASSOCIATION.**

**THE OBJECT OF THE BRCGA 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 organic vegetables and flowers for home use.

**MEMBERS OF THE BRCGA:** Shall be those persons to whom a garden plot has been assigned by the President and Executive Board. 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 Executive Board, or when the member voluntarily relinquishes his/her assigned garden plot. All members will pay an annual garden fee, have an official vote in election of Executive Board members and Section Captains, and amending and ratifying the By-laws.

**MEETINGS OF MEMBERS:** There shall be an Annual Meeting in November for election of Executive Board members and Section Captains of the BRCGA 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 Executive Board may call a Special Meeting at any time. The members of the BRCGA 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 BRCGA may request the Executive Board in writing to call a Special Meeting to address a problem or concern. If the Executive Board 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 BRCGA may sign a petition and submit it to the Executive Board, and the Executive Board shall immediately call a Special Meeting in accordance with these By-laws.

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

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

The President and Executive Board 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.

**EXECUTIVE BOARD:** The Executive Board shall consist of five (5) elected members including four (4) elected officers and one (1) elected at-large member. The election of five (5) Executive Board members and four (4) Section Captains shall be by secret ballot, with the highest number of votes cast being necessary for election. Ballots shall identify candidates for the Executive Board and Section Captains. Ballots shall be counted at the Fall meeting and winners of each office announced at the Fall meeting.

**Term of Office:** Two years. The Executive Board members' and Section Captains' (the Boards') terms of office will be staggered to ensure board continuity. The President, Treasurer, Section Captain A and Section Captain C will be elected in even numbered years and the Vice-President, Secretary, Member At-Large, Section Captain B and Section Captain D will be elected in odd numbered years. The two-year term of office commences at the time of the election of that position at a Fall meeting and concludes at the election of the position two years later at a Fall meeting. At the end of a Board member's two-year term, an additional 60-day emeritus (non-voting) status will occur so that the departing Board member can advise the newly elected Board.

There shall be an EXECUTIVE BOARD consisting of the President, the Vice President, the Secretary, the Treasurer and the At-Large board member.

The Section Captains will represent and advocate for the interests of their respective sections, and act as liaisons between the Executive Board 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 BRCGA Rules.

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

**Executive Board or Section Captain Vacancy:** In the event of a vacancy on the Executive Board or Section Captain position, an emergency meeting of the membership will be called and members will directly elect a replacement Executive Board or Section Captain member.

**PRESIDENT Duties shall be:**

- A) Responsible for carrying out the policies and operations of the BRCGA.
- B) Act as liaison officer between the BRCGA and other agencies having jurisdiction over the grounds.
- C) Act as liaison officer between the BRCGA and the public at-large.
- D) Bring to the attention of the members such matters of business as are in the interest of the BRCGA.
- E) Maintain a list of applicants and assigned garden plots.
- F) Preside at all meetings of the Executive Board.
- G) Preside at all meetings of the general membership.
- H) Meetings of the Executive Board may be called by the President at any time upon seven (7) days' notice to the members of the Executive Board. Meetings shall be called by the President at the request of two (2) members of the Executive Board.
- 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 Executive Board as addressed in these By-laws.
- J) The President may also be known as "Chairman", "Garden Manager" or "Manager".

**VICE-PRESIDENT Duties shall be:**

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

**SECRETARY Duties shall be:**

- A) To record the Minutes of the Meetings of the BRCGA, 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 President and the Executive Board.
- D) Advise the President and the Executive Board of garden plots not in use and available for reassignment.
- E) The Secretary may appoint an Assistant Secretary contingent upon approval by the Executive Board.

**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 BRCGA's officers, the Treasurer and the President. In case of the President's absence or unavailability, the Vice-President may sign in place of the President.
- C) Make reports as required to the President, the Executive Board and the BRCGA.

**EXECUTIVE BOARD Duties 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 (NPS).
- B) The President and Executive Board, 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

Executive Board of the Rules violation and the failure to correct the violation in a reasonable time (15 days).

D) Suggest to the BRCGA on annual garden fees and other fees necessary to provide for the BRCGA's annual operating expenses, equipment costs, water service costs, general garden maintenance, and other services deemed necessary.

E) Approve and authorize payment from BRCGA funds for all disbursements. The Executive Board may authorize the President to make limited expenditures up to a certain dollar amount without Executive Board approval. Each expenditure by the President shall be promptly reported to the Executive Board.

F) The Executive Board may amend the BRCGA Rules after ten (10) days written notice to each of the members of the BRCGA.

G) Assemble and disband committees as required.

## **COMMITTEES**

There will be Standing and Ad Hoc committees in the BRCGA:

### **A. Standing Committees**

**Executive Committee:** The Executive Committee consists of the President, Vice-President, Secretary, Treasurer and At-Large board member.

**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.

**B. Ad Hoc Committees:** The Executive Board may establish or disband ad hoc committee(s) as needed.

**ALL OFFICERS, BOARD MEMBERS AND COMMITTEE MEMBERS:** Shall be members of BRCGA and must be in good standing.

Note: The BRCGA shall not be held liable for loss, damage, claim or liability arising from the issuing of the permits for use of the BRCGA plots.

**END**