

CONSTITUTION



ARTICLE I: NAME & PURPOSE

Section A. The name of the organization shall be Menomonie Community Garden, herein referred to as MCG, located in Menomonie, Wisconsin of Dunn County. The Menomonie Community Gardens shall have a non-profit organization as a fiscal agent to maintain a non-profit status. *Amended 08/02/2016*

Section B. The purpose of Menomonie Community Garden shall be to create a place of organic (*Refer to Article XII – Section A*) and sustainable agriculture that enhances community bonds by providing space for gardens, gardening education, and a gathering spot for community members. It is our goal to lead by example and establish a legacy of stewardship for the land for upcoming generations.

Section C. We will achieve these goals by the following objectives:

1. *Providing community members with a plot within MCG boundaries for growing any legal food, flower, or plant.*
2. *Coordinating educational workshops for MCG members and the community.*
3. *Hosting events for the community that promotes MCG membership and involvement opportunities.*
4. *Prohibit the use of any chemical fertilizers or pesticides that does not support organic gardening practices.*
5. *Partner with local organizations and associations that seek to invest in the local community.*

ARTICLE II: MEMBERSHIP

Section A. General Membership shall be open to:

- Any individual(s) registered for a minimum of a plot per season.
- ~~One plot equals one vote.~~ Each registered gardener gets a vote (one registered person on an application). *Amended 08/02/201*

Section B. Associate/Honorary Membership shall be open to:

- ~~Previous MCG members~~
- Ex officio Membership shall be given by Board consent.

Amended 08/02/2016

Section C. Members are considered in good standing if:

- Abide by registration rules. (*Refer to Article XII – Section B*)
- Plot registration is paid in full.

Only members in good standing can vote or serve on committees.

Non-Discrimination Statement: *No otherwise qualified individual shall be excluded from membership on the basis of age, race, gender, disability, national origin, religion or sexual orientation.*

ARTICLE III: QUORUM

Section A. A quorum for voting purposes can be called when 2/3 of the executive board members are present.

Section B. The passing of all by-laws and other policies require 2/3 support of present voting members.

Section C. Two weeks of notice must be given to MCG members concerning upcoming voting opportunities.

ARTICLE IV: OFFICERS, QUALIFICATIONS, AND DUTIES

Section A. Positions: The officers of the organization shall be the following: President, Vice President, Treasurer, Secretary, Public Relations, and Garden Steward.

Section B. Qualifications: Officers must attend 80% of MCG meetings and rent at least one plot to be eligible to serve as an officer. ~~Ten volunteer hours per month from May—August may be substituted for plot rental.~~

Amended 08/02/2016

Section C. Duties: The duties of the officers shall be as follows:

Roles and Duties should remain flexible to each officer's availability. *Amended 08/02/2016*

1. President

- Ensures operational tasks from board members and committees are being complete
- Submits reports to the City and County regarding MCG operations and updates
- Chairs any ad hoc committees if the need arises
- Drafts meeting agenda and leads all meetings
- Emails MCG reminders at least 24 prior to scheduled meetings with tentative agenda
- Oversees recognition associated with MCG

2. Vice-President

- Assumes President's tasks in their absence
- Manages MCG registration process
 - Update forms, process payments, plot assignments
- Compiles MCG member directory for board communication
- Updates master calendar of MCG
 - Garden projects, events, committee deadlines, etc.
- Confirms constitutional practices of MCG

3. Treasurer

- Processes all payments addressed to the MCG
- Cuts checks for purchase and reimbursements
- Tracks spending
 - Saves and files receipts, expenditures, etc.
- Acts as liaison to ~~the Community Foundation of Dunn County or CFDC~~ Farmer to Farmer, Inc
- Submits budget reports during MCG meetings and fiscal agency. *Amended 08/02/2016*

4. Secretary

- Records MCG meeting minutes and emails to members
- Makes constitutional updates
- Counts votes when voting requires

5. Garden Steward

- Ensures gardeners are following MCG rental guidelines
- Tracks garden status and informs MCG of maintenance issues
- Proposes garden improvements
- Plans and implements work days in the garden
- Coordinates purchases of materials for projects

6. Public Relations

- Drafts and edits monthly garden newsletter
- Updates website and other online media
- Coordinates community events that promote the MCG and membership
- Updates garden signs and marketing materials

ARTICLE V: ELECTION OF OFFICERS

Section A. The term of an officer shall be one calendar year beginning ~~in January.~~ at the first meeting of the year.

Section B. Nominations shall take place on the day of election.

Section C. Votes shall be cast by attending members and the ballots will be counted by the Secretary and confirmed by another present member in good standing.

Section D. If there is only one nominee for a position, 2/3 votes are required for the installation of an officer.

Section E. Installation of new officers shall take place ~~the second consecutive meeting of January~~ at the first meeting of the year. *Amended 08/02/2016*

Section F. Special elections shall be held if a vacancy occurs. The elections should occur by the next consecutive meeting from the date of the vacancy. Members shall be notified via preferred method of correspondence outlined in their registration form.

ARTICLE VI: IMPEACHMENT AND VACANCIES

Section A. Impeachment of Officers

1. Charges may be brought against an officer by any member of the association.

Charges include, but are not limited to: not following garden rules; not following constitutional guidelines; disorderly conduct; failure to complete tasks

2. Charges and evidence will be reviewed by the MCG Board and requires unanimous vote to continue with impeachment.

3. The impeached officer shall be given 2 weeks for defense preparation.

3. The impeached officer shall present their case to the MCG members.

4. 2/3 vote is required to effect the resignation of the officer. The secretary will count the votes.

Section B. Filling Vacancies

1. All vacancies in elected positions shall be filled for the remainder of the unexpired term.

2. If one or more officers are unable to assume or continue with their duties, the remaining officers shall hold a special election to fill those vacancies under the guidelines for elections in this document. In the event that such an election cannot be held by the next consecutive meeting, the remaining officers shall oversee tasks until a special election can be held.

3. Two weeks' notice is required for any resignation from an officer.

ARTICLE VII: MEETINGS

Section A. ~~Meetings shall be held regularly by the Board at a time to be specified by the association at the beginning of each calendar year. A minimum of two meetings per month shall be held during the preparation months (January – May) and may be adjusted as the season dictates.~~ The meeting schedule shall be determined by the board. *Amended 08/02/2016*

Section B. Special meetings may be called by any member in good standing and must propose the meeting request to the board for approval and scheduling. Two weeks' notice is required for calling a special meeting.

ARTICLE VIII: COMMITTEES

Any member in good standing can create a committee in order to address a new initiative or meet a need within the association. In order for a committee to be recognized, it must:

1. Have at least two members in good standing serve on the committee.

2. Address an association related need, task, or initiative.

3. Outline the committee's goals in addressing the specific need or initiative.

4. Present an action plan for meeting goals.

5. 2/3 vote of the board is required for a committee to be recognized.

ARTICLE IX: RULES OF ORDER

No official rules of order have been decided. Adapted language from parliamentary procedures is strongly encouraged to provide shared language for engaging the meeting.

ARTICLE X: BY-LAWS AND AMENDMENTS

Section A. In order for a by-law to be created or an amendment be

1. By-laws or amendments may be created by any member in good standing.
2. By-laws or amendments must be in accordance with this constitution as amended.
3. By-laws or amendments must be sponsored by at least (two) persons, one being an officer of the board.
4. By-laws or amendments shall be adopted by 2/3 vote.

ARTICLE XII: DEFINITIONS

Section A. Organic – The Menomonie Community Garden prohibits the application of modern chemical synthetics such as pesticides, insecticides, or plant fertilizers. In order to be more sustainable, the association supports the application of compost, manure, cover crops, mulch, etc. The association is not regulating the types of seeds planted. They do not need to be certified organic to be planted.

Section B. Registration Rules

- I will pay the non-refundable rental fee that correlates with the number of plots requested.
- I will respond to any correspondence from the MCG when required.
- I will keep weeds down and maintain any common area immediately surrounding my plot(s) (adjacent pathways, fences, etc.) clear of trash, litter, and weeds. I will take all trash home for disposal or recycling.
- I will keep a regular maintenance schedule throughout the growing season and arrange for someone to care for my plot during any significant time away.
- I will remain on-site while watering.
- I will be contacted if my plot has been neglected or improperly cared for and given 10 days to address concerns before further action is taken.
- I will use the compost bin where available for depositing garden waste. I will not include plastics, any food waste other than fruits or vegetables, or any weeds that have seeds.
- I will follow the guidelines of Integrated Pest Management, which is the practice of avoiding herbicides and pesticides in the garden.
- I will only harvest my food grown in my plot(s), unless given permission by other plot owners.
- Children may be in their family or designated group garden plot only and must be supervised at all times.
- I will not bring pets within the perimeter of the garden, **unless on a leash and in a controlled manner on the individual's plot. All pet waste shall be removed from the garden by pet owner.** *Amended 08/02/2016*
- If I must abandon my plot for any reason, I will notify MCG (menomoniecommunitygarden@gmail.com).
- I will only garden during the season, which is from April 15, ~~2012~~ – November 1, ~~2012~~. of each year.
Amended 08/02/2016
- Gardening can be conducted seven days a week during daylight hours only.
- Gardeners are required to remove all plants, stakes, cages, trellises, and any other inorganic materials used for gardening by November 1, ~~2012~~ each year. Choosing to not clean up after the growing season may result in loss of gardening privileges for the next growing season. *Amended 08/02/2016*
- Gardeners are invited to attend board meetings and provide input, vote, and participate in the operational process of the MCG.
- No plot may be gardened until all fees are paid and a Rental Agreement is signed and received by the MCG.

- Vehicles are allowed to enter the garden site only for the delivery of heavy materials or loading a large harvest.
- Growing illegal or poisonous plants is prohibited.
- Produce from gardens is for personal use only and not for resale, except for a recognized youth organization who may resale with permission from the board. *Amended 08/02/2016*

ARTICLE XIII: RATIFICATION

This constitution shall be enforced upon ratification by 2/3 of the voting body.

Note:

The date of the original MCG Constitution is not documented, however on review of past records, it was completed before the Agreement with the City of Menomonie for land used was signed by the mayor and 2 representatives on 03/11/2011. Resource is the signed Agreement.

By-Laws reviewed with suggested changes by the board on June 28, 2016. Attending: Willie Miller, Erin Seever, Arthur Kneeland, Don Hauck, Mary Lotten. Lois Stone present.

By-Laws distributed July 19, 2016 to MCG members and voted on at the August 2nd meeting 2016. Sixteen people attending, fourteen voting members. Unanimous approval of amendments by hand vote.

Mary Lotten, President