

CONSTITUTION

This Constitution supersedes all previous MCG Constitution prior to August 2018



ARTICLE I: NAME & PURPOSE

Section A. The name of the organization shall be Menomonie Community Gardens, herein referred to as MCG, located in Menomonie, WI of Dunn County. MCG shall have a non-profit organizational status through a 501(c)3 fiscal agent.

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:

- Providing community members with a plot within MCG boundaries for growing any legal food, flower, or plant.
- Coordinating educational workshops for MCG members and the community.
- Hosting events for the community that promotes MCG membership and involvement opportunities.
- Prohibit the use of any chemical fertilizers or pesticides that does not support organic gardening practices.
- 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.
- Each registered gardener gets a vote (one registered person on an application).

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

- Ex officio Membership shall be given by Board consent.

Section C. Members are considered in good standing if:

- Abide by garden rules. (*Refer to Article XII – Section B*)
- Plot registration is paid in full.
- Only members in good standing can vote or serve on committees.

Section D. 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.

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

1. President

- Ensures operational tasks from board members and committees are being complete
- Submits reports to the City and fiscal agent regarding MCG operations.
- Oversees ad hoc committees.
- Drafts meeting agenda and leads meetings
- Emails MCG reminders at least 7 days to scheduled meetings with tentative agenda
- Oversee recognition associated with MCG

2. Vice-President

- Assumes President's tasks in their absence
- Oversee garden projects, events, committees , etc.
- Confirms constitutional practices of MCG

3. Treasurer

- Processes all payments addressed to the MCG
- Create financial reports to fiscal agent
- Cuts checks for purchase and reimbursements
- Tracks spending, maintains hard copies of financial records
- Acts as liaison to fiscal agent and attends meetings.
- Submits budget reports for MCG meetings / fiscal agency

3. Secretary

- Records MCG meeting minutes and emails to members
- Retains hard copies of minutes
- Makes constitutional updates
- Counts votes when voting conducted

4. 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

5. Public Relations

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

ARTICLE V: ELECTION OF OFFICERS

Section A. The term of an officer shall be one calendar year beginning 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 last meeting of the year.

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.

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 and **disrupting the organization**
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. The meeting schedule shall be determined by the board.

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: AD HOC 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. Ad Hoc Committees will be defined each year during planning for the following season.

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 considered.

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 of members present.

ARTICLE XII: DEFINITIONS

Section A. Organic

The Menomonie Community Garden prohibits the application of synthetic chemicals such as pesticides, insecticides, and plant fertilizers. In order to improve soils, 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

Will be reviewed annually or as needed. Applicants will receive the document when applications is made. The document will be posted in the shed. Gardeners can bring suggestions for change to the monthly meeting. Garden Rules for MCG a separate document were revised 8/18.

ARTICLE XIII: RATIFICATION

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