

MARQUETTE COMMUNITY GARDENS
BYLAWS
January 20, 2022

This document contains the bylaws of the Marquette (Michigan) Community Gardens, here after referred to as “MCG.”

The full official name of the organization is Marquette Community Gardens.

The purpose of MCG is four-fold: 1) To promote and provide garden space for residents of the City of Marquette, 2) To educate the membership about gardening annual vegetables, fruits, and flowers, 3) To provide a children’s garden, and 4) To raise vegetables, fruits, and flowers for donation to local food banks and charity.

The MCG shall: 1) keep the garden space in Park Cemetery and at Presque Isle Park, herein after referred to as the “sites,” suitable for growing annual vegetables, fruits, and flowers, 2) rent garden beds annually, 3) offer garden space for residents of the City of Marquette, 4) keep the MCG financially solvent, 5) provide MCG financials to members upon request, 6) expand garden space to accommodate the gardening demand of Marquette residents, when prudent, and 7) maintain affiliation with the American Community Gardening Association (ACGA).

Additionally, the MCG agrees to: 1) provide manure or other soil conditioners to gardeners at the beginning of the season, 2) identify beds with stakes, 3) provide a source of water during the growing season, 4) use the monies collected from bed rentals for improvement of the community gardens.

The garden sites are located at the Park Cemetery and Presque Isle Park, within the City of Marquette. Annual bed rental fees are listed in “Appendix A: Bed Rental Agreement.”

The City of Marquette Community Services Parks and Recreation Department will act as the fiscal agent for the MCG. The MCG fiscal year follows the calendar year and ends on December 31. The MCG will accept donations of financial and in-kind services. Any financial donations must be received by Marquette Parks and Recreation Department.

The MCG Board of Directors shall have the authority to purchase tools and soil amendments and to pay other expenses as authorized by the Board from annual garden bed rental fees and/or donations.

Space shall be designated for youth gardening projects. Projects can be managed by the youth group or the MCG. The Board of Directors shall select the group or organization for the use of the designated space at the beginning of each year. The group or organization using said space must follow all MCG rules.

Space shall be designated for the purpose of growing food to be donated to local food pantries. Food will also be accepted from the membership for donation.

I RULES OF MEMBERSHIP

Membership of MCG shall be limited to residents of the City of Marquette. Membership shall include each person designated as the renter of a garden bed on Appendix A Bed Rental Agreement, herein after referred to as a “Member.” One garden bed is allowed per member household. Transfer of membership is not permitted. MCG may require proof of residency.

Members shall obey the written rules, policies, and procedures in “Appendix A Bed Rental Agreement.” Members shall also obey any additional rules that may be put in place by the Board because of unforeseen circumstances. Violation of MCG rules will result in forfeiture of bed/rental agreement for the subsequent year. Members who have complied with MCG rules will be considered Members in Good Standing and permitted to re-rent their beds the following year.

II RENTAL PROCEDURE

Members in Good Standing retain the right of first consideration for their garden beds for the next year. Membership status notification will be made by email or mail prior to the next year’s sign-up period. Forfeited Bed Rental, Wait List sign-up and General Public sign-up will occur immediately following, dates to be determined by the Board and communicated as necessary. Proof of Marquette City residency may be requested. Fees must be paid at the time of registration.

Any Member in Good Standing may move to a forfeited bed. Reassignment of beds will occur on a first come, first-served basis during the forfeited bed rental period. Fees will be determined by the size of the bed rented.

Members who have not met the Rules of Membership may sign up for a bed during the General Public sign-up period.

III OFFICERS AND BOARD OF DIRECTORS

The Board of Directors of MCG, here after referred to as the “Board” shall have seven directors with a minimum of two directors from each garden site. Officers of the Board shall include a president, vice president, and treasurer. Each remaining director will agree to manage one of the following areas of the MCG: communications, community outreach, infrastructure and amendments.

The duties of the Board are: 1) To review bed rental applications and make bed assignments, 2) To administer, revise and enforce MCG rules, 3) To resolve conflicts between Members, 4) To act as the final judge in settling any disputes concerning members and/or garden beds, 5) To make decisions regarding donations and purchases, and, 6) To plan and execute garden upgrades and/or expansions,

The Officers and the Board shall serve without compensation, but shall be reimbursed for expenses necessary to carry out their duties.

The Board shall meet at least 6 times per year. Meeting quorum shall be four directors. Decisions of the MCG will be made by a simple majority of the Board.

New Board Directors shall be appointed by exiting or standing Board members. Eligible Board Directors may nominate themselves for re-election. Board Directors terms are one year. There is no limit to the

number of terms served. Officers and the Board shall be elected for the upcoming year by the existing Board members at the December Board meeting. Newly elected Directors begin their terms on January 1. Roles and responsibilities are determined at the January meeting.

The duties of the President are 1) to be the designated spokesperson of MCG to the community and the City of Marquette, 2) to call meetings of the Board of Directors and to set the agenda, 3) to carry out the duties of any officer not present at a Board meeting, and 4) to monitor the member compliance and adherence to MCG rules.

The duties of the Vice-President are: 1) to carry out the duties of the president, in the absence of the president, 2) to manage the community work task list, 3) be responsible for special events, including scheduling and making arrangements for MCG membership events.

The duties of the Treasurer are: 1) to keep accurate financial records of the MCG, including an accounting of all MCG receipts and expenditures for each fiscal year 2) to work with the City Parks and Recreation Dept. as the MCG fiscal agent, and 3) to create a year-end financial statement and present to the Board at the start of the new calendar year.

The duties of the Secretary are: 1) to maintain and update the membership list 2) maintain and update the membership agreement and other documents as established by the Board 3) maintain and update documents housed on the organization's Google drive.

The duties of the Communication Coordinator are 1) maintain and update the MCG website, 2) maintain and update MCG social media accounts 3) to maintain and update bulletin boards and postings at each site, and 4) to deploy other communications at the direction of the Board.

The duties of the Community Outreach Coordinator are 1) plan and implement educational sessions for the betterment of MCG members, 2) distribute giving bed harvest to local food pantries and report on output 3) coordinate the use and maintenance of children's and common beds.

The duties of the Infrastructure and Amendment Coordinator are 1) to keep compost bins in good repair, 2) to coordinate the processing of the compost for use by Members, and 3) secure soil amendments and woodchips for each site as needed, 4) assess tools, kiosks, fences and outbuildings and make recommendations for repair and replacement.

IV SPECIAL COMMITTEES

MCG shall have special committees at the discretion of the Board. Their purpose and how they operate shall be determined by the Board. All special committees shall have a designated chairperson.

V AMENDMENTS TO THE BYLAWS

The Bylaws may be rescinded or amended by the Board as the need arises. The Board shall consider amendments and either recommend or not recommend approval. The Board shall vote on all issues regarding the bylaws. An affirmative vote requires approval by a simple majority of the Board.

VI APPENDIX A: Bed Rental Agreement

VII APPROVAL

Bylaws were recommended for approval by the MCG Board on October 13, 2004.

Bylaws were approved as amended by the MCG Board on November 7, 2004.

Bylaws were approved as amended by the MCG Board on January 27, 2010.

Bylaws were approved as amended by the MCG Board on January 18, 2012.

Bylaws were approved as amended by the MCG Board on January 15, 2013.

Bylaws were approved as amended by the MCG Board on November 20, 2013

Bylaws were approved as amended by the MCG Board on December 10, 2014

Bylaws were approved as amended by the MCG Board on February 1, 2017

Bylaws were approved as amended by the MCG Board on April 10, 2019

Bylaws were approved as amended by the MCG Board on January 13, 2021

Bylaws were approved as amended by the MCG Board on January 20, 2022