

## Seedy Acres Garden Rules

- The yearly fee for a garden plot is \$35, payable by April 1st of each year. (Used to be Good Friday)
- Individual plots must be cleaned and started no later than April 1st, (was May 1st) or it will be given to the next person on the waiting list, and the plot fee returned to the original applicant. Notification of your intention to keep your plot must be given to the garden co-ordinator by March 17th (St. Patricks Day).
- Gardens in weedy & uncared-for condition by July 4th will be cleared. They will be given to existing gardeners for fall planting only. They will be open for new gardeners in the following season.
- Each gardener is expected to spend at least 4 hours/week working on his/her plot and the paths surrounding their plots.
- Each gardener is expected to spend 8 hours working outside of their plots during the season. This may be done during work days or on their own time. Each gardener will be assigned a Communal Area to care for in which these hours may be spent. For their hours to be counted, each gardener must record their hours in the Logbook. The Logbook will be kept in the shed.
- Garden meetings are held the second Thursday of each month in the gardening season: April, May, June and September.
- ALL gardeners will participate in garden activities and events like: clean up days, preparation for City Gardens Contest, and special events.

### GARDEN RULES:

- Each gardener is responsible for weeding and clearing his/her plot AND the paths around it AND the Communal Area to which they have been assigned.
- Gardening activity and plant growth is restricted to the gardener's plot and their Communal Area. Please prevent vegetation and weeds from attacking walkways and adjacent plots. If you have anything to discuss with your neighboring gardener, please use the email list provided. Any disputes must be worked out between yourself and your fellow gardener.
- Picking or weeding or cutting in other gardeners' plots • Picking or weeding or cutting in other gardeners' plots without permission is prohibited.
- All shared tools must be returned to the shed and not left in your plot.
- Leave yourself time to complete your task. This means cleaning up cuttings and stowing tools. Do not expect anyone to do this for you.
- Do not remove any established vegetation from your Communal Area without talking your plans over with the Coordinator.

\*Pesticide use by gardeners is prohibited. Violators will lose their plots, and their plot fees will be returned.

- Pets brought into the garden should be restrained on a leash, and the person responsible must clean up any droppings, food, etc
- If, for any reason (health, vacation, work pressure), you will be temporarily unable to maintain your plot, inform the coordinator. If you have a substitute gardener, inform the coordinator.
- There will be no unattended watering. Hoses must be rolled up and stowed. Please double check that water has been turned off.

### COMPOST & TRASH:

- Each gardener must allocate space in their plot for their own compost.
- The Garden Compost Pile may be used as directed for compost from Communal Area compost ONLY. Please cut down woody cuttings and use the bags provided. These need to be set out on the curb on Thursday nights.
- There is a trash bin and recycle bin available for use in the garden. Please use them. Trash needs to be put on the curb on Thursday nights.

AND FINALLY:

- At the end of the season, all dead plants and weeds should be removed, boxed and placed at curbside on trash day.
- Non-compliance with these rules will lead to 2 warnings and then to expulsion. You will lose your plot, and your plot fee will be returned.
- Any rules to be added or eliminated later must be passed by the majority of the participating gardeners.

ASPEN FARMS COMMUNITY GARDEN  
49<sup>th</sup> & Aspen Street, Philadelphia  
BY-LAWS

**INTRODUCTION**

Aspen Farms Community Garden was established in 1975 by a committed group of neighbors sponsored by the Pennsylvania Horticultural Society's community vegetable garden program. The garden, located over the streambed of Mill Creek, formerly held a row of residences on Aspen Street and a dry cleaning company, which were demolished in 1965. Over the years it has grown to encompass 28,360 square feet and become an exemplary show garden winning many awards in city-wide contests, including Best Garden and has been featured on the cover of National Geographic. In 2004, the Neighborhood Gardens Association finalized all land acquisition for the garden, preserving the open space in perpetuity. The garden is made up of a group of dedicated volunteer gardeners and leaders whose mission is to foster relationships, beautify the community, and enhance the environment while producing food.

**MEMBERSHIP**

Membership is open to the urban general public, who has a passion for community gardening, with or without previous gardening experience. Membership is granted by consensus of other members at a monthly garden meeting after the pledging member has agreed to these by-laws and paid the yearly dues. The garden operates without discrimination; all members are to share equally in all garden work.

Gardeners are reminded that membership is a privilege. Respect is demanded for garden property and personal plots. It is not allowable to take anything from another plot without permission, including plants, produce or seeds. All tools owned by the garden must be kept in the garden shed at all times when not in use within the garden. Should it become known that a gardener has stolen anything from the garden, membership privileges will be revoked immediately. We garden within a community of members and volunteers; please assume best intentions by all.

**MEMBERSHIP RESPONSIBILITIES & DUES**

All members must update their contact information and re-affirm acceptance of these by-laws with the Membership Coordinator on a yearly basis when paying dues. Only the elected Membership Coordinator grants plot assignments with established members having first preference to available gardens. Established members who are in complete compliance of all Garden policies on a first come, first served basis after May 1st, may request a second plot, if there is not a waiting list. This policy does not apply to members who have held multiple plots previous to this agreement. All plots must be started by May 1st and completely underway by June 1st or member will forfeit plot assignment unless arrangements have been made with the Membership Coordinator.

Garden membership dues are \$50.00 per year per plot payable to Aspen Farms. *#60.00 as of 10/2015 mtg*  
Application renewal will not be accepted from members not in compliance with Garden By-Laws. The treasurer will collect dues at the yearly March or April garden meeting. All

dues must be paid at a meeting where a receipt can be given. No money is to be exchanged within the Garden. Members are required to attend general Garden Meetings, which are held once a month on the second Wednesday, March through November at 6:00 p.m. sharp at the VFW Post located on Fairmount Avenue at 49<sup>th</sup> Street. Membership can be revoked after missing three garden meeting during one year unless previous arrangements have been agreed to by the Garden Co-Chairs. Acceptable reasons for missing a garden meeting can include short-term illness or employment responsibilities. No members are to be in the garden while a meeting is in progress.

New members will be assigned a garden mentor for the first year of their membership. Established garden members will be asked to participate in mentorship to coach new members on all aspects of gardening at Aspen Farms. All tasks will be assigned according to members' comfort level but please be willing to ask for help if you need it and don't shy from learning new skills.

Gardeners are required to attend one workday a month and perform an ongoing duty within the growing season assigned by the Garden Co-Coordinator. If a gardener is unable to attend a workday, an alternate assignment can be negotiated with a Garden Coordinator. All communications will be posted on the bulletin board and it is the garden member's responsibility to review the board for any updates. A list of current garden chores will be listed on the bulletin board.

Gardeners are responsible for any guest they personally invite to the garden. All visitors must enter and exit with a member.

The Membership Coordinator may revoke membership if a member is not in compliance with the responsibilities outlined herein after two warnings. A person may reapply for membership on a probationary status after one calendar year has passed since dismissal.

## **OFFICES & COMMITTEES**

Basic parliamentary procedures will be used as the rules and regulations to govern the garden group. An election will be held every April at the general meeting to elect garden coordinators and officers for that year by majority vote of garden members. Any existing garden member can nominate a candidate among those who have held membership for one year or more. Officers can run continuously as long as they are re-nominated.

Office positions and roles:

**Garden Co-Chair Coordinators (2)** – Verify compliance with by-laws, verifies compliance with workdays and garden job assignments, manages workdays and is the primary contact for tour groups

**Membership Coordinator** – Assigns plots, maintains waiting list as needed, introduces new members to the garden and garden by-laws, maintains buddy list, chore list and trash detail schedule

**Secretary** – Compile and distribute garden meeting notes, keep garden records and responsible for garden correspondence

**Treasurer** – Collects all garden funds, maintains bank account and all billing

### **COMMITTEES**

The members can elect at the general membership meetings to form committees as needed for garden function and enhancement. On-going committees can include: Fund-Raising Committee, Hospitality Committee, and City Harvest Committee.

### **RULES & REGULATIONS**

At the yearly election meeting, these by-laws will be reviewed for reaffirmation or revisions by a quorum of the majority of garden members. If a quorum cannot be reached at a meeting it will be tabled until the next meeting. If at the second meeting a quorum is still not present, those present with the support of the garden officers can vote on the matter. Any serious complaint of grievance shall be submitted in writing to an officer. The matter will be addressed at the next general garden meeting where two-thirds of the members present will make a disposition.

The garden gates must stay locked at all times. Make your presence known to other gardeners when entering and when leaving, making sure not to lock anyone in the garden. If you are the last to leave, check that all gates are securely locked with chain and padlock.

### **MAINTENANCE**

All plots and adjacent walkways must be kept free of excessive weeds and trash. The garden is limited with trash pick-up so it is requested that all gardeners remove their own trash. Gardeners may not store trash within plots. Gardeners are encouraged to utilize the composting bin within their plot for organic waste. Waste produced from the common areas of the garden should be properly bagged and sealed. Any bagged trash should not be too heavy to carry and should be placed near the port-o-john. Limbs and branches must be bundled and tied. Trash should be placed no earlier than Monday evening and no later than early Tuesday morning at the corner of 49<sup>th</sup> & Folsom Streets. If trash is not collected by City service it must be removed from the corner and reapportioned for the following pick-up.

Each gardener must keep his/her plot, adjacent aisle ways, and flowerbeds free of debris, rocks and excessive weeds. The members maintain all common areas jointly on workdays and by assigned seasonal duties. Gardeners may not store anything in his/her plot such as tools, material bags, etc. Sorting or cleaning of food items or plants is not allowed in the gazebo. All members must clean up after using common areas such as the gazebo.

The garden plastic and wood lumber garden borders and fences must be maintained around garden beds and plots. Members are not allowed to affix items to the plot fences.

All water should be taken from the rain barrels located throughout the garden, which will be filled on a weekly basis by water committee members. Please conserve our water resources and consider other members when taking water from the barrels. Replace the water barrels lids as possible upon completion of filling or using the water barrels. Gardeners will be able to water with the garden hose following organized workdays.

For the benefit of all, crops must be harvested once mature. If you will be absent from the garden for a short period of time, please make arrangements with a friend or fellow gardener to maintain your plot and your seasonal job during your absence. Contact the Membership Coordinator with such arrangements.

The garden maintains a relationship with a local food cupboard through Philadelphia Green's City Harvest Program. All gardeners are encouraged to participate in this program through harvest donations or work in the City Harvest plot.

#### Amendment to the By-laws

1. Garden Keys
  - (A) A fee of \$7.00 will be charged for a lost or replacement key.
  - (B) If a garden key is given to a non-garden member for any reason, then this action will be considered to be in non-compliance of our By-laws and that person maybe asked to leave. *get the key back*
  - (C) If a garden member gives up his/her membership in the garden, he or she is required to return the garden key.
2. Garden Voting
  - (A) Voting is determined by plot not by the number of member using the plot. Plot with multiple gardeners will get one vote.
  - (B) Garden Members who have multiple plots also only get 1 vote per member.

# **Warrington Community Garden**

## **By-Laws**

(Based on those approved 3/4/96 and last amended 6/25/14)

Selection of officers will be every two years by majority vote of the gardeners. Each member shall have one vote, with the exception that a shared plot shall have a designated voting member. The President serves as the central coordinator, provides leadership, and acts as the garden's external representative. The membership coordinator maintains the waiting list and interacts with the captains to insure that plots are assigned and utilized. The Treasurer maintains the garden's financial records, handles routine financial matters, and advises the garden on financial decisions. The Secretary will take minutes and facilitate communication via e-mail and/or postal mail. Garden Captains volunteer to serve. A Special Projects Coordinator coordinates unusual, non-reoccurring projects. A Leadership Committee consisting of the President, Membership Coordinator, Treasurer, Secretary, Special Projects Coordinator, and the Captains meets on a regular basis to manage routine garden business. Any decisions made by that body will be brought to the monthly membership meeting for final approval.

The basic fee for a garden plot is \$20. Fee is payable to Warrington Community Garden, no later than April 20th of each year. The fee will be roughly proportional to a plot size. The standard plot size is 10'x15'. The fee covers water, electricity, maintenance, and ongoing costs. Members must also give their current address and telephone number. If they wish to receive correspondence by e-mail, they must give their e-mail address.

Plots must be started by May 1st and completely underway by June 1st each year, or be forfeited to someone on the waiting list.

All paths and plots must be kept free of trash, weeds, stones, bricks, wood, etc., by the plot holders. Box and bag any trash from your plot and place in the trash can beside the Warrington Avenue gate or on the sidewalk near the gate.

Plot holders promise to devote reasonable amounts of time, as requested by the officers/garden captains, to the maintenance and improvement of the garden through the gardening season. Failure to cooperate in work days, or to give a few hours of work at some other time (if it is impossible to attend the work day) will lead to losing your plot.

No stealing of anything is permitted. Should it become known that you have taken anything: vegetables, tools, hose, plants, or anything else, you will lose your plot immediately.

For the benefit of everyone, crops must be harvested once they are mature. If you do not feel you can use all of them, there are many food banks and senior citizens who could use extra vegetables. Other alternatives are to let garden captains know and/or post a sign permitting other gardeners to pick.

All gardeners must keep plants, personal compost piles, etc., in their own plots. Don't let your plants or weeds creep into the paths or your neighbors' plot.

The compost piles should be used only for compost, horse manure, and organic matter. No trash please.

Don't give the lock combination to anyone without permission of the President.

If a member decides to leave the garden, they must contact the President in a timely manner.

Any serious complaint or grievance shall be submitted in writing to an officer. A meeting shall be called within 30 days, where two-thirds of the members at the meeting shall agree on a settlement.

Any rule added to these by-laws must be approved by a majority of the participating members.



## APPENDIX F

### BODINE STREET COMMUNITY GARDEN - GARDENER RESPONSIBILITIES AND REQUIREMENTS FOR PARTICIPATION

Gardeners must confirm continued commitment to their plot by April 1 and work their plot by June 1 or it will be given to the next person on the wait list. The NGT garden contact should be notified by May 15 if the June 1 deadline cannot be met. Due to the short gardening season, no grace period will be given beyond June 1 if the gardener does not notify the NGT garden contact.

Gardeners are responsible for their entire plot and paths adjacent to their plot.

Gardeners are responsible for the maintenance of their plots. If a plot is in need of repair, the gardener assigned that plot must see to the repairs. Gardeners are responsible for keeping the paths next to their plots weeded.

Gardeners are strongly encouraged to help maintain the communal areas of the garden with mulching, weeding and general maintenance.

**Gardeners are expected to keep their plots planted (including no substantial bare areas), weeded, and harvested (minimum standards).** If one will be out of town or otherwise unable to tend their plot, one should make arrangements with another gardener or a friend to tend and harvest the plot in their absence.

If a gardener is going to be away for more than three weeks, they should notify their fellow gardeners via email who will be doing the routine plot maintenance for their plot.

**If a plot is not kept to minimum standards** the NGT garden contact will:

1. Contact the gardener and the gardener will have one week to remedy the situation.
2. If after this one week the plot is still untended, a two week notice will be sent.
3. If the plot continues to not meet minimum standards two weeks after this notice, then the plot is subject to being forfeited. The plot may be offered to the next person on the wait list.

## **BEL ARBOR COMMUNITY GARDEN RULES (Revised and Approved March 2014)**

### **1. ALLOCATION OF PLOTS**

First priority is given to residents within six blocks of the garden.

Applications will be processed on a first come-first served basis.

If a plot becomes available, current gardeners have first choice to change plots. If more than one gardener wishes to change to the new plot, a lottery system will be devised

A waiting list will be maintained for applicants for whom no plot is available.

There is a \$35 first-year non-refundable gardening fee. The yearly fee thereafter is \$35, payable in person at the February meeting. \$10 of the fee will be a contribution from each gardener to go into a pooled yearly donation to Neighborhood Gardens Association (2007 revision)

Plots for which registration fees have not been received by April 15 will be assigned to applicants on the waiting list.

### **2. MEETINGS**

- At the first Bel Arbor meeting in February, gardeners will renew garden plots. New applications will be accepted. The president will give at least a three-week notice for the meeting.
- Meetings will be called as needed throughout the summer and due notice of two weeks will be given (except for emergency meetings).
- One vote per plot
- Majority rules for any issues; more than 50% of gardeners must be present to constitute a quorum.

### **3. GARDEN CRITERIA**

- Garden plots must be cleared and initially planted by June 1 or they will be given to the next person on the wait list. The president should be notified by May 15 if the June 1 deadline cannot be met. Due to the short gardening season, no grace period will be given beyond June 1 if the gardener does not notify the president.
- Each gardener is responsible for keeping his/her plot planted, weeded, and tended (hereafter referred to as "minimum standards"). Each gardener is also responsible for weeding any path area around his/her plot.
- If an emergency situation (health/family crisis) arises during the gardening season that prevents you from gardening that season, please notify the president so that other gardeners, or a wait-list gardener, can help out .
- On or about the first day of July, August, and September, the officers will do a walk-through of the garden, checking to make sure that garden plots comply with the minimum standards. The walk through will be announced in advance via email and all gardeners are welcome.

If the officers find that there are issues that necessitate an email to an individual gardener, they will categorize the issues into one of three levels:

- **Level 1 Notice- "A Nudge"**: This is the run of the mill reminder--plot is a bit weedy—needs tending to. Individual email is sent. The gardener is expected to take care of the

plot within a week of being notified, unless extenuating circumstances exist and extra time is needed.

- **Level 2 Notice-** “What’s up?”: A plot is weedy and also appears to be minimally planted (substantial bare areas), and/or minimally harvested and tended. Individual email will be sent notifying the gardener, laying out the specific concern(s) and requesting that the gardener tend and plant as indicated.  
The gardener is expected to take care of the plot within a week of being notified, unless extenuating circumstances exist and extra time is needed.

- **Level 3 Notice-** “You don’t seem to be actively gardening”: Following a Level 2 email, if the gardener did not indicate any extenuating circumstances, and the plot is in the same condition in the subsequent walk-through—(weedy, unplanted/minimally planted, untended), the gardener will be contacted by email/personal phone call and will be told that that he/she needs to consider the available options of Guest Gardener, Sabbatical Gardener, or Continuing Gardener. The gardener will be given a reasonable time (up to one month) to decide. If the gardener gives up the plot, the usual garden rules re plot availability apply.

In extraordinary circumstances, the Executive Committee will make the decision to tell a gardener that he/she has to give up the plot.

(Levels 1-3 Notices Reviewed and Approved March 2014)

- No dogs allowed in the garden.
- No chemical pesticides are permitted.
- Gardeners are expected to participate in spring and fall communal cleanups, putting in two hours of time for each. Each gardener is also expected to take on a section of the communal areas to maintain through the gardening season.
- The garden participates in the annual City Gardens Contest—gardeners are expected to participate in any extra cleanups related to getting the garden ready for the contest.
- Christ Presbyterian Church has services on Sunday mornings, and Bible classes in the evenings--gardeners are reminded to keep the [children's] noise level down during any church functions.
- **Bel Arbor Guest Gardener Policy** (Reviewed and approved at 5/5/02 meeting)  
A gardener may invite a friend/relative to share his/her plot. The gardener should notify the vice-president and should introduce the guest gardener to other gardeners. The guest gardener will pay full dues and is expected to participate in garden cleanups. Should the original gardener leave the garden, the guest gardener does not assume the garden plot. If the gardener was on the wait list, the gardener resumes his/her place on the wait list. If the gardener was not on the list, he/she goes to the end of the list.

**Sabbatical Gardener category** (Reviewed and approved at 3/2012 meeting). If a gardener needs to take a substantial break (defined as a gardening season of March through October) from gardening her/his plot because of family, health, or work issues, and still wants to retain the plot, she/he can do so for a maximum of two (2) gardening seasons. The gardener will take the top person from the wait list to garden in the plot. The wait-list gardener will pay dues and is expected to fully participate as indicated under the guest gardener policy. No later than the end of the second gardening season, the primary gardener must decide whether to resume gardening the plot or to give it up and become a continuing gardener. If the gardener gives up the plot, [and assuming

that another plot has not opened up in the meantime], that wait list gardener assumes the plot.

**Continuing Member Category** (Reviewed and approved at 2/05 meeting)

A gardener who no longer wishes to maintain a garden plot, but who would like to remain a member of the garden can do so by participating in cleanups and activities and paying dues.

Bylaws for the Summer Winter Community Garden,  
Updated September 2012

The Summer Winter Community Garden is a volunteer organization created to utilize the property at 33<sup>rd</sup> and Race Streets for the benefit of the gardeners and the enjoyment of our neighbors. The land is owned by the Philadelphia Redevelopment Authority from whom the Neighborhood Gardens Association <http://www.ngalandtrust.org/> leases the land on behalf of the gardeners.

The final authority in all garden matters is the General Membership Meeting, to be held annually. All members are asked to attend. Voting will be on the basis of one plot = one vote. Consensus is the preferred method of decision-making, but if consensus seems impossible, a simple majority settles the question.

The Garden's Executive Committee, which meets monthly, has authority delegated by the General Membership to make decisions throughout the year. All members are welcome to attend Executive Committee meetings, though the right to vote on decisions will be limited to members who have attended three of the previous five Executive Committee meetings. The dates of meetings will be posted on the Garden's website (<http://summerwintergarden.org/>).

Positions on the Executive Committee will include: 1) Treasurer: The Treasurer will keep records of money received from dues and other sources. The Treasurer will disburse money only on the approval either of the General Membership Meeting or of the Executive Committee. The Treasurer will prepare a report for each General Membership Meeting and Executive Committee meeting. 2) Membership Coordinators: one Coordinator will be responsible for renewals of current gardeners and a second coordinator will be responsible for receiving applications for new membership, and showing and assigning plots to new members. 3) Communications Coordinator(s) or Committee: one or more gardeners will share tasks of convening Executive Committee meetings, preparing agendas, communications with general membership through a regular email newsletter, responding to email sent to the garden's email address, etc. 4) Recording Secretary: One participant will be responsible for keeping minutes of the meetings for distribution to the general membership. In case of this person's absence, another member may substitute. 5) Landscape Planner(s): this gardener or gardeners will develop plans for design of the common areas, purchasing of plants and materials for common areas, and maintaining garden map. 6) Workday Coordinator: maintains records of each gardener's volunteer hours, both during and outside of workday times. Members of the Executive Committee will coordinate workdays or delegate this responsibility according to individual availability. 7: Volunteer Coordinator – This coordinator will organize and oversee the activities of volunteers who are not Garden members but have offered to assist with Garden projects.

All property is under the management of the Executive Committee and the General

Membership Meeting. Major projects will be initiated, discussed, and decided on at Executive Committee meetings, with input from the General Membership Meeting whenever possible. No projects shall be undertaken or modified without the approval of the Executive Committee, with input from the General Membership Meeting when possible. No garden property may be lent out without the approval of the Executive Committee.

Prospective members need to submit an application form to the New Member Coordinator. Available plots will be assigned in the order in which applications are received. Dues for the plots are fifteen cents per square foot, but the dues may be changed at a General Membership Meeting. Dues for returning gardeners are due by April 15. If the dues have not been paid by that date, the plot may be assigned to another gardener. Plot dues for new gardeners are due within two weeks of assignment of the plot. Checks or money orders should be made out to "Summer Winter Community Garden" and given or sent to the Treasurer.

Each assigned plot must have an individual member who is responsible to ensure that all membership responsibilities are carried out. If a group will be using the plot, the responsible individual must be designated on the application form; this role cannot be transferred within the group without official written notice to the Membership Coordinator.

#### Plot Maintenance

1. We are primarily an organic garden, practicing integrated pest management. Use of hazardous herbicides and/or pesticides is not permitted.
2. Plots must be clean and planted by May 15<sup>th</sup>. If not, the plot may be made available to someone else, with no refund of dues paid.
3. Weeding of the plot and adjacent paths and fences is the responsibility of the plot gardener(s). If a gardener fails to maintain the property in the opinion of the Membership Coordinators, with input from other Executive Committee members, the gardener will be informed and given two weeks to rectify the situation. If the situation is not rectified, the plot may be made available to someone else, with no refund of dues paid.
4. Gardeners must be able to foresee spending a minimum of two to three hours every week for the duration of the growing season working in and around their plots.
5. Gardeners are expected to compost or remove weeds from their own plot. Please DO NOT put weeds from your plot in the common compost binds, which are reserved for weeds from the common areas of the garden.
6. Plots must be prepared for the winter by the end of December, meaning dead plant material and stakes, etc. are removed and, ideally, a cover crop is planted.
7. No trees should be planted on individual plots.
8. Gardeners are not authorized to circumvent the application process and give away their plots.

#### Gardener Responsibilities

1. To be respectful of and helpful to fellow gardeners and to all who live near or pass through the garden.
2. To maintain garden equipment and facilities, and to leave the condition of the garden and its environs in at least as good a condition as when you entered— turn off the water, clean and store tools, and so on. Be sure that no one is in the garden when you lock up.
3. To participate in at least three Garden Work Days. These days usually take place at least once a month during the growing season. Projects for these days are decided at the preceding Executive Committee meeting. Sometimes we have a number of student volunteers to help, in which case you may be asked to supervise others. If a gardener's schedule makes it impossible to take part in the official Work Days, the gardener can substitute volunteer work time on public spaces at a time of his/her choice. The gardener is responsible for informing the Workday Coordinator by email about these hours. (Contact information for the Coordinator will be communicated by email to all gardeners.)

#### Garden Services

The garden provides water and tools. Periodically the garden arranges deliveries of truckloads of woodchips, compost, topsoil, sand, and mulch. These materials are shared among all gardeners for the general improvement of the entire garden ecosystem as well as the individual plots. It is also customary for individual members to share plants, seeds, and gardening wisdom.

These Bylaws may be amended on the recommendation of the Executive Committee and the approval of the General Membership Meeting.

These Bylaws may be adopted by the approval of two consecutive Executive Committee monthly meetings, pending the approval of the next General Membership Meeting.

I understand that neither the garden group nor the owners of the land are responsible for my actions. I further agree to hold harmless the garden group and the owners of the land for any liability, damage, loss, or claim that occurs in connection with use of the garden by me or any of my guests.

I understand all these rules and regulations and promise to follow them in good conscience.

(signed) \_\_\_\_\_ (dated) \_\_\_\_\_

GARDEN RULES  
OF  
**FRIENDS OF SAINT BERNARD GARDEN**  
(A Pennsylvania Nonprofit Corporation)

Who We Are

Friends of Saint Bernard Community Garden (“FSBCG”) is a group of individuals, from the blocks surrounding the 1000 block of South Saint Bernard Street, who have come together for the purpose of producing flowers and vegetables from the earth and beautifying this corner of Philadelphia. As garden members, we are bound together by an agreement to work positively together, sharing this piece of earth for the good of all the gardeners who have agreed to and participate in the work of the garden. We have committed to ensuring that the garden (individual plots and common areas) are well maintained and are safe places throughout the year. All Garden Participants have an equal responsibility for maintaining this space.

Participation in the Garden

*Dues.* Dues are currently \$20 per year to be paid jointly by one or more Garden Participants who are assigned to care for a specific garden plot. Dues should be paid to the “Friends of Saint Bernard Community Garden” and given to the Treasurer.

*Monthly workdays.* Monthly workdays will be held throughout the growing season. Workdays are days where work is focused on maintaining and improving the common areas of the garden and not your own garden plot. Each Garden Participant is required to attend at least three (3) workdays per season or make arrangements to participate in other common area projects if you cannot attend the workdays.

*Annual Meeting.* An annual planning meeting will be held in the spring (March or April). This meeting will be for the purpose of making plans and discussing projects for the new year, reviewing success and failures of previous years, putting together a contact information sheet, reviewing garden fund balance and annual dues, planning monthly workdays and any other business related to the garden. Gardeners present at garden meeting and workdays make decisions pertaining to the garden. Only official Garden Participants can vote on official matters pertaining to FSBCG. If you are not a Garden Participant, please speak with one of FSBCG’s officers.

Garden Participants’ responsibilities to FSBCG

- Make all efforts to attend the annual spring planning meeting (March or April).



- Have your \$15 dues paid, garden plot cleaned and initial plantings made by mid May. This is an indicator to the President and Vice-President that you are moving ahead with your commitment to participate in the garden for the upcoming year. If you have made no efforts by this time, you may be contacted by the President or the Vice President and asked to give up your plot to the next person on the waiting list. If by June 1, you have not paid dues and done no work in your plot, your plot will be reassigned.
- Participate in at least three (3) scheduled garden workdays throughout the year or make arrangements to participate in other common area projects if you cannot attend the workdays.
- Give regular effort to your own garden plot throughout the year.
  - Keep your bed(s) and pathways between your bed(s) and your neighbors' beds free of weeds, vines and plant life that goes to seed or spreads throughout the garden. Because this is a shared space, one gardener cannot decide that thistles, milkweed and other pervasive greenery is okay since these actions have a negative impact on the whole garden.
  - Keep the contents of your garden plot within your garden plot. Garden pathways must remain passable so that other gardeners don't have to make wide detours to go from their bed to the water, compost or garden steps.
- In all things, show courtesy to your gardening neighbor. If you have issues with your gardening neighbor, speak with them (if they can be contacted) and try to resolve the issue. Or, if you cannot contact your garden neighbor, speak with either the President or the Vice President.
- Clean your bed(s) of all plant debris at the end of the year. This is a courtesy to your garden and block neighbors and the next owner of your plot (if you decide not to use the bed the following year).
- Respect the property of the other garden members, including their plants and vegetables. Theft of anything, including vegetables, plants, tools or supplies, will result in the loss of your plot.
- DO NOT plant illegal plants in the garden.

Garden Plots:

- Your plot is yours to plant as you see fit. We as gardeners only ask that you abide by the few guidelines listed above. As a Garden Participant, you shall not grow anything illegal. Failing to follow this rule will result in your plot being cleaned out and assigned to someone else.
- One Garden Participant, or group of Garden Participants, may use up to three plots. However, if all of your assigned plots are not maintained, or if there is a waiting list of people who wish to garden, you will be asked to decrease your plot use in order to better care for the plots you have or to make room for new gardeners.

- When new gardeners are assigned to plots, preference will be given to those who live within a 10-block radius of the garden.

- If you are unable to maintain your plot and/or harvest because of schedule, being away, etc., please do not let the plot “go” or let vegetables rot on the vine. Please contact another gardener to harvest your garden or contact the garden coordinator, or one of FSBCG’s officers, so that we are aware of your situation. Otherwise, the plot will be declared “abandoned” and the plot will be cleared or harvested, as needed.

- Other gardeners and our neighbors on South Saint Bernard Street, ask that you not leave garbage bags of leaves or anything else in the garden for an extended period of time. The block constantly battles trash being dumped on the street and other parts of the block—please do not add to the problem, even if it is bags of leaves that someday you are going to use to spread in your bed for compost.

- Each year, you may be reimbursed for lumber bought to build/rebuild one garden bed (up to \$25.00). If you have more than one plot, the cost for additional lumber comes out of your pocket.

- Garden beds must be built to allow for easy passage between beds (the width of the wheelbarrow).

#### Common Areas/Items:

*Water.* Water is to be used by all. Please use it wisely, watering in the cooler parts of the day, only watering where water is actually needed and only using the water for watering plants.

*Wood Chip and Dirt.* These are to be used by all and are to be used only for the community garden. Also these items are only available to the garden if gardeners participate in the loading transporting and unloading on a regular basis.

*Tools.* The tools in the shed are for your use in this garden. Please do not remove any tools from the garden. If you use tools, please make sure that you put them away and lock the shed. The combination to the shed is 2000 and the key to the driveway padlock is on the shelf in the shed. If you feel that a certain tool needs to be replaced or added to the collection, discuss it FSBCG’s Treasurer or the garden coordinator. If you want to buy the item for the garden, give the receipt to the Treasurer (note your name on the receipt) so that you can be reimbursed.

*Composting.* We use the black compost bins at the back of the garden for composting kitchen scraps and garden materials. Please avoid placing plant matter into the bins that is going to seed. If the bins do not get hot enough, the compost that is produced will only spread unwanted plants/weeds. Place any plant matter that cannot or should not be put in the compost bins into

the trashcan or a plastic bag and bundle sticks that are too big for the trashcan. Place trash next to the garden's trash can and someone from the block will move trash items to the street on trash day.

When you place something into the compost bins, please turn/stir the pile and/or add a bit of water. This will speed/increase the composting process. Also, cut up large items and avoid placing items in the bins that will not compost within a year (sticks and heavy stalks will not breakdown in one year). Use composted materials as they are available.

*Garden Fund.* All dues go into the garden fund and these monies are available for garden projects and supplies.

Please discuss possible expenditures with other gardeners, and receive approval from the Treasurer or the garden coordinator before making a purchase. Reimbursements will be made for tools, materials and equipment rentals that benefit the whole garden. Reimbursements will not be made for seed and garden supplies that are used for a single individual (lumber for bed frames are an exception — see comments above under Garden Plots).

### Committees

Garden Participants are encouraged to volunteer to serve on committees. For example:

*Workday Committee.* The Workday Committee will be responsible for coordinating and making all arrangements of individual garden workdays; notifying Garden Participants of the workday at least two weeks in advance; being present for workdays; and enlisting the participation of other Garden Participants

*Compost Committee.* The Compost Committee will be responsible for the state of the compost, and ensuring that all Garden Participants understand the composting procedures and are using the compost properly.

*Fundraising Committee.* The Fundraising Committee will be responsible for all fundraising activities that benefit the Corporation and further its mission.

### Thank you

We thank each of you for all of your past and future efforts in making this empty lot into a green space that gives back to ourselves and adds color to the block and to the city.

**CERTIFICATE OF ADOPTION OF GARDEN RULES**

I do hereby certify that the above Garden Rules was approved and adopted by the Board of Directors of Friends of Saint Bernard Community Garden on the \_\_\_\_ day of \_\_\_\_\_, 2013, and that it constitutes a complete copy of such policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name:

Secretary