

Summit Avenue Community Garden Committee

Policies and Procedures

I Creation

The Summit Avenue Community Garden Committee (“Committee”) is hereby created as a subcommittee of the Summit Neighborhood Association (“SNA”) and is subject to the bylaws and oversight of SNA and its Board of Directors.

II Purpose

The purpose of the Committee is to manage the operations of the Summit Avenue Community Garden (“Garden”), located in the Kerry Kohring Park in Providence, RI.

III Committee Composition

1. The Committee shall be composed of the following officers: chair, vice-chair, secretary, treasurer, a member of the SNA Board of Directors *ex officio* (“SNA liaison”), and any at-large members as determined by the Gardeners.
2. Each officer, save for the SNA liaison, shall be elected by the Gardeners during the annual meeting of the Subcommittee to serve until the next annual meeting, subject to approval by the SNA Board of Directors.
3. The SNA Liaison shall be selected by the SNA Board of Directors and shall be a member of the SNA Board of Directors.
4. Each officer shall serve for the term for which such officer is elected and until a successor is elected and qualified. In the case of any vacancy in the Subcommittee by death, resignation, disqualification, or any other cause, the remaining officers shall elect a successor to serve until the next annual meeting.
5. Members of the Committee shall serve voluntarily and without compensation.

IV Meetings

1. The Committee shall hold an Annual Meeting at such time and at such place as the Committee may determine for the purpose of receiving reports from the members of the Committee and for transacting any other business of the Committee.
2. Special Meetings of the Committee may be called at any time by the Committee or upon receipt of a written petition signed by five (5) Gardeners. Such a petition shall be submitted to the Chair or the Secretary of the Committee, and the Committee shall act on the petition by calling a Special Meeting within two weeks of receipt.
3. All meetings of the Committee shall be open to all. 4. Business at any annual or special meeting of the Committee shall be decided by a majority of the Gardeners present and voting. At any annual or special meeting of the Committee, one third (33%) of the Gardeners shall constitute a quorum.
5. The Committee shall provide not less than seven (7) days’ notice to all Gardeners prior to any Annual Meeting or Special Meeting of the Committee. The notice shall set forth the time, date and place of such meeting and the business to be transacted thereat.

V Duties of Committee and officers

1. The Committee and each officer shall be dedicated to the effective management and improvement of the Garden for the benefit of the Gardeners and the Summit neighborhood. The Committee may carry out any actions needed to further this purpose, which shall include but not be limited to: (1) establishing Garden Rules and a Garden Contract, which may be amended from time to time; and (2) selection of a Garden Manager and/or such other persons needful for the effective management of the Garden.
2. The specific responsibilities of Subcommittee officers shall be determined by the Subcommittee.

VI Gardener Selection

1. Membership in the garden shall be open to any household 1) located in Providence, RI OR 2) within five miles of the Garden.
2. Membership shall be limited to one entry per household.
3. Prospective gardeners shall be added to the wait list in the order of submittal of inquiry.
4. Upon any opening of a vacant Garden plot, the Committee shall assign each vacant plot to a Prospective Gardener in the order of the Wait List.

VII Duties and Privileges of Gardeners

1. Each person selected as a Gardener shall be required to pay nonrefundable annual dues in an amount and manner to be determined by the Committee, subject to the approval of the SNA Board of Directors. No Gardener shall enjoy any of the rights or privileges set forth in this section until and unless she has paid all her dues then outstanding and payable.
2. Each Gardener shall have the privilege of using an assigned Garden plot until such plot is relinquished voluntarily or involuntarily, in accordance with Garden Rules to be established by the Committee.
3. Each Gardener shall have the right to vote on a vote of the Gardeners at any meeting of the Committee.
4. Each Gardener has the duty to comply with all Garden rules and other requirements established by the Committee for the Garden.
5. Gardener status shall terminate, along with all duties, rights, and privileges attendant thereto, when a Gardener moves his or her residence out of the city of Providence, except that a Gardener who moves out of Providence after Memorial Day may request, and the Committee may grant at its discretion, permission to retain their plot for the remainder of that growing season.