

# East Anaheim Community Garden (EACG)

## EACG Operating Policy

# 2015



East Anaheim Community Gardeners are required to read and agree to abide by the policies outlined in this document. Garden membership is contingent upon this agreement.

East Anaheim Community Garden  
PO Box 28256  
Anaheim CA 92809  
Email: [Info@eacg12.com](mailto:Info@eacg12.com)

# East Anaheim Community Garden – Operating Policies

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As a member, you are expected to sign a contract agreeing to abide by the Rules and Regulations of the East Anaheim Community Garden (EACG). The Board of Directors of EACG is the final arbiter of any disputes or violation of garden rules and regulations.

Suggestions or questions about EACG should be brought to the attention of the Board, in person or in writing. If you have any questions about these Rules & Regulations, please do not hesitate to contact a member of the Board of Directors.

The current policies are subject to change to accommodate EACG changes and allow for continuous growth and improvement of the Garden. Member suggestions are welcome and should be submitted in writing to the Board for consideration.

## Article I – Name of Organization

The name of the organization is the East Anaheim Community Garden (EACG), an affiliate of the Anaheim Community Foundation. The Anaheim Community Foundation is a non-profit public benefit corporation located at Anaheim City Hall, 200 S. Anaheim Blvd, Anaheim, CA.

The mailing address for the East Anaheim Community Garden will be:  
PO Box 28256  
Anaheim CA 92809

All Garden related communication will be sent to the above referenced mailbox.

## Article II - Mission and Policies

1. The mission of the East Anaheim Community Garden is to build an affordable community garden space, a healthy source of fresh food, build a stronger sense of community, to provide a place of beauty for all to enjoy, and have fun in the process.
2. The East Anaheim Community Garden shall not carry on any other activities other than as described within.
3. The activities of this organization shall be conducted without financial benefit to any member.

## Article III – Membership

The organization shall be structured to have three levels of membership; Board membership, general membership, and EACG supported membership. General membership is open without

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discrimination to all individuals who are willing to abide by the East Anaheim Community Garden policies and procedures and are current Anaheim residents. Supported membership is determined by the Board and the need for ease of access to a plot. Supported members may only garden in the plots designated as “Accessible”.

The organization will also call upon Community Partners who are members of the general public. Community Partners are non-paying members of the garden community, but will contribute time, provide support to any of the garden projects or community events, therefore has a vested interest in the garden and our community. The Community Partners are invited by the Board or they may at their own discretion contribute suggestions and request involvement to benefit the garden community.

**EACG Supported Membership:** A member is assigned a plot once they complete an application and have been assigned a plot. Applications are available on the [Community Garden Web Site](#) or may be requested by contacting the Board at [Info@eacg12.com](mailto:Info@eacg12.com). Supported membership is based on the applicant’s mobility and need for accessible plot. These gardens are designed for those who have accessibility needs.

1. Members shall comply with all current responsibilities, policies and posted rules of membership. **Any member who does not maintain their plot in compliance to the Community Garden’s rules shall forfeit the right to their plot.**
2. A member that has been removed for non-compliance may reapply after 3 months and will be placed on the waiting list in the order of their application.

**General Membership:** A Member is assigned a plot once they complete an application and pay the annual dues plus a one-time irrigation fee. Applications are available on the [Community Garden Web Site](#) or may be requested by contacting the Board at [Info@eacg12.com](mailto:Info@eacg12.com).

3. The applicant must be at least eighteen (18) years of age.
4. Organizations may apply for General membership; one designee will be named on the application.
5. Members shall comply with all current responsibilities, policies and posted rules of membership. **Any member who does not maintain their plot in compliance to the Community Garden’s rules shall forfeit the right to their plot.**
6. A member that has been removed for non-compliance may reapply after 3 months and will be placed on the waiting list in the order of their application.
7. All members must contribute time as specified within this policy. Hours can be contributed during the designated work parties or may be coordinated with the site managers.

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8. Effective November 1, 2012 memberships will be offered to Anaheim residents only. Current non-resident members in good standing will be grandfathered and may remain until the member(s) choose to leave or become non-compliant.

**Board Membership:** Any member in good standing is eligible to be nominated for a Board position. Organizations sharing a plot shall designate a member who is actively participating in maintaining the plot to be eligible to serve on the Board.

There will be seven Board positions known as the Board of Directors; some Board positions are voted in annually and some will be held for 2 years (see Terms of Service for details). All positions will be voted on by the general members.

1. The Board of Directors shall have the power to create and propose new rules to ensure the continuous growth and protection of the garden.
2. The Board of Directors shall be the governing body of this organization.
3. Budget, resource development, strategic planning and public relations shall be the responsibility of all the Board of Directors members and shall be discussed during the monthly Board meetings.
4. The Board of Directors at its discretion may increase the number of board positions but will always keep an odd number.

## Board Members Terms of Service

The initial term began on September 1, 2012 and will end on December 31, 2014 for the office of President, Treasurer & Site Manager. Thereafter elections shall be for a two (2) year term vote by the general membership. The other positions are voted on annually.

## Board Structure

1. **President:** The president will have the overall responsibility of directing the Garden Community to ensure the Mission of the Garden Community is realized. The President will work closely with the other Board members to create the vision for the Garden. The President shall call all meetings upon the suggestion and agreement of the Board of Directors. The President shall solicit agenda items and will include all topics found necessary by the Board of Directors.
2. **Event Coordinator:** The Event coordinator will plan and assist in community events and coordinate the efforts in acquiring volunteers for projects. These events could include but may not be limited to garden classes, fundraisers, and other special garden related events.

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3. **Communications Coordinator:** The Communications Coordinator will be responsible to communicate with all community gardeners and partners regarding upcoming activities and announcements related to the Garden. The Communications Coordinator shall work with the Secretary on maintaining the website and other social media outlets under and only under the direction and approval of the Board of Directors. The Communications Coordinator shall not use the garden media outlets for communications not approved by the Board of Directors.
4. **Secretary:** The Secretary shall record business conducted and motions passed and ensures the Board of Directors upholds parliamentary procedures. Minutes of the Board of Directors meetings shall not be shared outside of the Board of Directors meetings. The Secretary is responsible for recording minutes for all Community Garden meetings. Minutes of the monthly membership shall be posted on the website. All minutes shall be distributed within seven (7) business days following each meeting. The Secretary will work with the Communications Coordinator on maintaining the EACG website and managing the Facebook Garden group. The Secretary will also support the voting activities as requested by the Board.
5. **Site Manager I:** The Site Manager will manage site related tasks which may include but are not limited to the following:
  - a. Keep an inventory of all community property to include tools and resources and make arrangements, upon approval of the Board of Directors to repair, replace or purchase community assets.
  - b. Identify site maintenance needs and coordinate work parties in support of the needs of the garden.
  - c. Manage external partners/volunteers involved in irrigation, site maintenance and site improvement activities.
  - d. Will have oversight over the overall site maintenance activities tasks and will work closely with Site Manager II to achieve them.
6. **Site Manager II:** The Site Manager II will work under the guidance of the Site Manager I to achieve the site maintenance related tasks.
7. **Treasurer:** The Treasurer shall maintain all financial records and present a monthly financial report to the Board of Directors. The Treasurer will manage the Community Garden's budget and shall be responsible for paying the organization's bills upon approval of the Board of Directors. The Treasurer shall be responsible for processing new and renewal membership applications.

## Appointed Positions

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At the discretion of the Board of Directors, appointed positions can be created once a need is identified. These positions will be managed by the Board members. One such position has been created and is described below:

1. **Volunteer Coordinator** – The coordinator will serve as a liaison between the garden and the outside volunteer workforce. The coordinator under the guidance of the Event Coordinator will work to schedule volunteers for the garden’s scheduled work parties and provide a head count prior to such work parties so the volunteers can be accommodated.

## Membership Dues and Penalties

Membership dues shall be reviewed on an annual basis and adjusted by a reasonable amount if needed to continue the successful operation of the garden. Membership dues and any Board approved special fees will be communicated to the general membership prior to the annual renewal or as they are assessed.

1. Garden membership is for a calendar year ending December 31<sup>st</sup>.
2. Membership may be renewed on October 1<sup>st</sup> for the following year. If a member chooses not to renew their membership, they will clear the plot by December 31<sup>st</sup> of that year.
3. Renewal Statements will be sent on October 1<sup>st</sup> of each year.
4. Completed renewal statements and dues are payable by midnight October 31<sup>st</sup> and delinquent November 15<sup>th</sup>, fifteen (15) days after the due date. Dues paid after October 31<sup>st</sup> MUST include a \$10 late fee. Exceptions will be considered if communicated to the Treasurer in writing before the grace period ends.
5. Any member who is more than fifteen (15) days delinquent in annual dues shall forfeit their assigned plot and the plot will be reassigned to an applicant from the current wait list. An eviction letter will be sent on November 30<sup>th</sup> and the member must vacate his/her plot by December 31<sup>st</sup>.
6. The Community Garden has multiple plot sizes; annual dues for each will be set based on size.
7. Effective January 1, 2013 members with two plots are grandfathered in. Any new requests from existing gardeners will be added to the end of the wait list and will only be fulfilled once all new requests have been met and extra plots are available. Members with more than one plot are responsible for paying dues and special fees for each plot they are assigned to.



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8. If an existing member would like to move to a new available plot, a request can be submitted to the board and the member has 30 days to move once the request is approved.

## Article IV – Meetings

**Meetings:** Unless otherwise directed by the Board, regular meetings of the Board of Directors shall be held on the **1<sup>st</sup> Tuesday** of the month.

General membership meetings will be held every two months; meetings shall be held on the **2<sup>nd</sup> Thursday** of the month.

All meetings are subject to change at the discretion of the Board of Directors.

**Special Meetings:** Special meetings may be called by the President or the written request of a member of the Board.

**Quorum:** Four (4) voting members of the Board of Directors shall constitute a quorum.

**Vacancies:** Vacancies on the Board, except in the office of the President, shall be filled by a majority vote of the general membership. The office of the President shall be filled by the Board of Directors, if a vacancy should arise from resignation or other. In the event the President is unable to preside over a meeting he/she may designate a member of the Board to fill in as “Pro-tem” President.

## Article V – Annual Elections

1. Notification of election and description of each open position will be distributed in September to all members. Nominations should be submitted to the Board by October 1 to be considered in the November elections.
2. Board nominations will be made at the prior general meeting and ballots will be distributed 3 weeks prior to the November meeting.
3. Elections shall be held during the 1<sup>st</sup> general meeting of November.
4. New members of the Board will always take office on the 1<sup>st</sup> of the following calendar year.
5. Only one family or organization designee can be elected to the BOD or cast a vote.



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## Article VI – Community Garden Rules

1. Members will pay a specified annual fee to help cover the Community Garden expenses. EACG Supported Members will not pay dues but their membership is at the discretion of the board.
2. Members will plant only in containers or raised beds.
3. Members will not use poured concrete in any bed or in the garden.
4. If a member must abandon their plot for any reason, they must notify the Board of Directors in writing.
5. Members will keep weeds at a minimum and maintain the areas immediately surrounding their plot.
6. If a member's plot becomes unkempt and/or overgrown, the member understands that they will be given thirty (30) days' notice to clean it up. At that time, if no action has been taken, the plot will be reassigned.
7. New plot owners will be allowed ninety (90) days from application approval to build and plant their boxes.
8. If a current plot owner has taken no action in sixty (60) days (no planting has taken place), a 30 day notice will be issued to the gardener to take action. If no action is taken after the 30 days, the gardener will lose his/her rights to the plot and the plot will be reassigned. The original owner can reapply after three months and be placed at the bottom of the waiting list if they chose to request a new plot assignment.
9. Members will keep trash and litter out of the plot, as well as from adjacent pathways and fences.
10. Members will participate in garden cleanup events as requested by the Site Managers.
11. The following plants are banned entirely and should not be introduced in the garden in any of the plots or containers: Mint, Bamboo, Berry vines of any variation and Ivy.
12. Members will not plant tall crops or trees that may shade neighboring plots.
13. Members will limit planting, decorating and placing personal objects to their assigned space; any items placed outside of their assigned space will be removed at the discretion of the Board.
14. Members will pick only their own crops unless given permission by another member. Members are responsible for harvesting their crops in a timely manner to minimize disease and ensure the health of the garden. Crops left to rot will be considered a violation.

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15. Members will not use fertilizers, insecticides or weed killers that will in any way affect other plots.
16. Members agree to volunteer the designated hours set for the current year toward the community garden efforts. A penalty of \$20 per hour will be assessed on those members that have not completed the required work hours if they choose to renew their membership for the next year. Gardeners with physical limitations and who are assigned to the Accessible plots may be exempt from this requirement by the Board.
  - a. Hours designated for each calendar year are 8 hours per gardener.
  - b. Gardeners may not donate their work hours as each member should be a contributor.
17. Members will not bring pets to the garden, unless leashed. Members will keep pets away from plots which are not theirs.
18. Members will garden only between the hours of 7 AM and dusk.
19. All changes to these rules are at the discretion of the Board of Directors. New ideas should be submitted to the Board of Directors.
20. Unless otherwise stated, all violations must be corrected within 30 days once the gardener receives a non-compliance notice.

## Article VII – Non Compliance and Eviction Process

1. Once a non-compliance issue has been identified by the Board or reported by a member, the Board will send an email to the individual with a copy to all board members.
2. The email – referred to as “Notice for Non-compliance” will describe the issue and request a corrective action within 30 days of the email. Once the Notice for Non-compliance is issued, a courtesy phone call by a Board member will be placed to communicate the issue to the individual and ensure awareness of the “Notice for Non-Compliance”.
3. If no action is taken to correct the non-compliance within the 30 days after the issuance of the non-compliance notice, a certified eviction letter will be sent to the individual advising the gardener to vacate the space. In the certified letter the gardener will be notified of the date by which the plot needs to be cleared to allow the gardener sufficient time to remove personal items from the garden.
4. Once removed from the garden, the gardener will be refunded a prorated amount of their lease.

**All members understand that neither the garden group nor owners of the land are responsible for member’s actions. All members agree to hold harmless the garden group and owners of the land for any liability, damage, loss or claim that occurs in connection with use of the garden by the member or any of the members guests.**