

Saco Community Garden By-Laws

Adopted May 15, 2009, Revised November 21, 2013, Revised February 8, 2018

Mission

The Saco Community Garden's mission is to create a garden following organic practices, provide affordable rental plots for members to grow their own healthy food and flowers, support a cooperative community of gardeners and promote a green and sustainable Saco.

Steering Committee

The Steering Committee is comprised of the following officers: Chair, Vice-Chair, Treasurer, Recording Secretary, Communications Secretary, City Representative and up to five (5) Members-At-Large. Each officer agrees to serve for at least twelve (12) months from the time of his/her election. There are no term limits, and one person may hold more than one position. Elections are held at the annual meeting in March. The duties of the Steering Committee are to plan, promote, manage and support the Saco Community Garden. In addition, each officer has specific duties outlined below. All Steering Committee officers attend and vote at meetings.

Chair

The Chair of the Steering Committee is responsible for the over-all progress and maintenance of the SCG Program. He/she calls, presides over meetings, and delegates tasks to other officers and members as needed.

Vice-Chair

The Vice-Chair assumes chairperson duties and responsibilities in the absence of the chair.

Treasurer

The Treasurer maintains the SCG financial records and coordinates financial activity between the SCG Program and the City of Saco. He/she reports SCG financial activity at the request of the Steering Committee.

Recording Secretary

The Recording Secretary takes and maintains the minutes of these meetings.

Communications Secretary

The Communications Secretary maintains the SCG membership lists, distributes information to the members, submits press releases and distributes promotional literature as directed by the Steering Committee. He/she also maintains all SCG social media.

Members-At-Large

The Members-At-Large do not have specific duties but may be assigned specific tasks by the Committee or Chair.

Municipal Representative

The City of Saco may appoint an employee of its Parks and Recreation Department as a member of the SCG Steering Committee.

The three Coordinator Positions listed below are appointed by the Chair from among the Steering Committee officers:

Volunteer Coordinator

The Volunteer Coordinator's duties and responsibilities include coordinating volunteer opportunities, tracking volunteer time, and reporting volunteer activity to the SCG Steering Committee.

Food Pantry Plot Coordinator

The Food Pantry Plot Coordinator is a member of the Steering Committee and is appointed by the Chair. His/her duties and responsibilities include coordinating the planning, planting, maintenance, harvesting, and delivery of produce of the Food Pantry Plots. He /she works with the Volunteer Coordinator to schedule volunteers and tasks in the Food Pantry Plots.

Garden Activities Coordinator

The Garden Activities Coordinator's duties and responsibilities include coordinating the planning and scheduling of educational outreach and special events.

Saco Community Garden By-Laws

Adopted May 15, 2009, Revised November 21, 2013, Revised February 8, 2018

Vacancy of Officer

In the event of a vacancy the Chair will nominate an individual to fill the position to be voted on by a majority of the SCG Steering Committee. Vacancies on the Committee shall be created under any of the following circumstances: an officer submits his/her resignation, in writing, to the Chair of the SCG Steering Committee or a member fails to attend three or more consecutive meetings or fails to attend three regular monthly meetings in a six month period.

Nominating Committee

At the January meeting, the Steering Committee will elect two renters, not including the Chair, to serve as the Nominating Committee to prepare for the March Annual Meeting. The Nominating Committee will solicit interested renters and volunteers for nomination as Steering Committee officers in a non-binding proposed slate for the Annual Meeting in March.

Renters

Renters are those who register and pay an annual fee to rent a plot in the SCG.

Meeting, Voting and Quorum

Anyone interested may attend meetings. The Steering Committee meets as needed, but at least four (4) times each year including the Annual Meeting in March. The attendance of five (5) members of the Steering Committee constitutes a quorum. At the Annual Meeting each current renter and each Steering Committee member has one (1) vote. Each rental plot is represented by one vote.

If the Chair and two other officers deem it necessary, the Steering Committee may vote on a pressing issue between regular in-person meetings by email or other recordable communications. These votes must be recorded at the next regular meeting of Steering Committee and cannot serve as a substitute for a regular meeting. Further, these email votes must still be conducted with a minimum quorum.

Relationship with City of Saco

The City of Saco provides important support to the Saco Community Garden Program including but not limited to advice, land, web-hosting, maintenance, water and financial records. All efforts will be made by the Steering Committee and other program participants to maintain positive and appropriate relations with the City.

Hold Harmless

Each SCG participant is responsible for his/her actions and agrees to hold harmless the Saco Community Garden and the City of Saco for any liability, damage, loss, or claim that occurs in connection with participation in the SCG program.

Amendment

These By-Laws may be amended by a majority vote of the Steering Committee.

Dissolution of the Saco Community Garden

In the event the Saco Community Garden Program is dissolved all assets of the Program will become the property of the City of Saco.