

# Saco Community Garden By-Laws

## **Mission**

The Saco Community Garden 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.

## **Majorities**

Unless otherwise specified, a majority vote is a majority of the eligible voters at a scheduled meeting.

## **Steering Committee**

The Steering Committee is responsible for planning, promoting, managing, and supporting the Saco Community Garden (SCG). The Steering Committee comprises the following officers: Chair, Vice-Chair, Treasurer, Recording Secretary, Communications Secretary, and sufficient Members-At-Large to bring total membership to as high as ten. Elections are held at the annual meeting in March. Each officer agrees to serve until the next annual meeting. There are no term limits, and one person may hold more than one position. All Steering Committee officers attend and vote at meetings.

## **Chair**

The Chair is responsible for the overall progress and maintenance of the SCG Program. The Chair calls and 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, coordinates financial activity between the SCG Program and the City of Saco, and reports SCG financial activity at the request of the Steering Committee.

## **Recording Secretary**

The Recording Secretary takes minutes of meetings, and distributes the minutes for review at the next meeting.

## **Communications Secretary**

The Communications Secretary maintains the SCG membership lists, distributes information to the members, maintains the SCG web site, submits press releases, and distributes promotional literature as directed by the Steering Committee.

## **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 a Parks and Recreation Department employee to the Steering Committee. The appointment is in addition to membership described in the Steering Committee section above.

## **Temporary Chair**

In the absence of both the Chair and Vice Chair other willing officers, including Members-At-Large, in the order listed above, may preside at a meeting with the consent of a majority of the members present.

## **Coordinators**

Coordinators are volunteers who are approved by a majority vote of the Steering Committee.

Coordinators need not be Steering Committee officers.

The Service Time Coordinator is a regular position. Other coordinators may be defined and approved as needed.

### **Service Time Coordinator**

The Service Time Coordinator is responsible for coordinating service opportunities in fulfillment of the Guidelines requirement for service time, and for assuring service time is tracked and reported to the Steering Committee.

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## **Vacancy of an Officer or Coordinator**

In the event of a vacancy on the Steering Committee, the Chair will nominate a person to fill the position, to be voted on by a majority of the Steering Committee. Vacancies on the Steering Committee occur when an officer submits a written resignation to the Chair, is absent for three or more consecutive meetings, or fails to attend three regular monthly meetings in a six-month period. The rest of the Steering Committee may vote to disregard the attendance requirements if it deems the cause to be sufficient and if the officer requests it.

## **Nominating Committee**

At the January meeting or sooner, the Steering Committee will select two gardeners to serve as the Nominating Committee. The Nominating Committee will solicit interested renters and other volunteers for nomination as Steering Committee officers in a non-binding proposed slate for the Annual Meeting in March.

## **Renters**

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

## **Meeting, Voting and Quorum**

Any interested person may attend meetings. The Steering Committee meets as needed, but at least four times each year including the Annual Meeting in March. Five Steering Committee officers constitutes a quorum when the committee consists of nine or ten officers. Four Steering Committee officers constitute a quorum when the committee consists of eight or fewer officers.

At the Annual Meeting, each adult gardener in attendance may vote.

If the Chair and two other officers deem it necessary, the Steering Committee may vote by email or other recordable communications on a pressing issue between regular in-person meetings. These votes must be described and recorded at the next regular meeting of Steering Committee, and do not serve as a substitute for a regular meeting. For such votes the entire Steering Committee, except for the Municipal Representative, is a quorum.

## **Relationship with City of Saco**

The City of Saco provides important support to the Saco Community Garden Program, including but not limited to provision of land and water, and managing registrations. The Steering Committee and gardeners will make all efforts to maintain positive and appropriate relations with the City of Saco.

## **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.

Adopted: May 15, 2009

Revised: November 21, 2013

February 8, 2018

February 12, 2020

November 9, 2021

April 17, 2026