**Pleasant Valley Community Gardens By-Laws:**

**Board, Administrative, and Financial Policies and Procedures**

**as of December 5, 2024**

**Article 1: NAME AND LOCATION**

The name of this organization shall be the Pleasant Valley Community Gardens, hereinafter referred to in these By-laws as the PVCG. The location of the garden is inHelen Aldrich Park, 1952 Salt Point Turnpike, in the Hamlet of Salt Point (which is part of the Town of Pleasant Valley).  The mailing address is PO Box 486 Pleasant Valley, NY 12569.

**Article 2**: **PURPOSES AND ORGANIZATION**

The PVCG-Town Agreement: The PVCG, a non-profit organization, and the municipality of the Town of Pleasant Valley, passed a Resolution No. 413/2023 designating a private citizens group to establish and operate a garden on Town Property, located at Helen Aldrich Park, adjacent to Baker Field.  The Resolution was signed April 17, 2023, and A Memorandum of Understanding was executed between the Supervisor and the Pleasant Valley Community Gardens. The gardens are to be used by the PVCG solely for the operation of community gardens on which members and volunteers of PVCG are permitted to use for the cultivation of plants.

**Article 2.01: ORGANIZATIONAL INSURANCE POLICY**

The PVCG has procured and maintains the required liability insurance policy. Our agent is Daniel McRitchie at Pleasant Valley Agency, Inc.

**Article 3: VISION**: ***“Growing food and community”***

The Pleasant Valley Community Gardens are welcoming spaces dedicated to sustainable organic gardening practices that nourish the physical, social and spiritual needs of our Pleasant Valley community. All produce is grown for the benefit of Pleasant Valley food pantries.

**Section 3.1. MISSION: Our process for *“Growing food and community”***

The Pleasant Valley Community Gardens will support food security, support environmental stewardship, promote collaboration and teamwork, foster education and skill building, embrace diversity, and share the joy of gardening.

Our garden will bring together diverse individuals who want to learn/teach best practices in sustainable, organic, environmentally friendly gardening, collaborate with neighbors, old and new, positively impact the lives of those with food insecurity, and enjoy the rewards of being part of a “locally grown” community garden.

**Article 4: MEMBERS**

**Section 1: Eligibility**. Anyone who is interested in Pleasant Valley Community Gardens is eligible for membership. No person shall be denied membership because of race, religion, sex, national origin, residence, or political affiliation.

To join, new members pay membership dues, complete a Pleasant Valley Volunteer Form and the PVCG Membership Form which acknowledges adherence to these By-Laws and the PVCG Rules and Regulations.

**Section 2: Dues**. There shall be a membership fee established by the membership for each class of membership covering each fiscal year. Annual Dues will be payable at the first PVCG meeting of the fiscal year.

**Section 3: Voting & Privileges**. Members shall be entitled and encouraged to attend all meetings of the PVCG and shall be entitled to one vote on each matter submitted to the membership.

**Section 4: Termination of Membership.** The Board, by affirmative vote of three-quarters of all the members, may suspend or expel a member for cause after an appropriate hearing.

**Section 5: Resignation**. Any member may resign by filling out a written resignation with the secretary, but resignation will not result in any refund of dues paid.

**Article 5: THE BOARD AND COMMITTEES**

**Section 1.** The Board officers of the PVCG shall be the President, Vice President, Secretary, and Treasurer. Positions can also be shared by 2 Members of the garden.

**Section 2.** Officers shall be elected for the term of two years by a majority vote of those present, or by mail/email in vote received by the January meeting date. Terms commence at this first meeting of the new calendar year.

**Section 3.**  All requests for withdrawal from office prior to the end of the term should be submitted in writing to the Board before the preferred date of withdrawal. The Board may appoint a person to serve out the unexpired term of an office rendered vacant. Any officer, upon leaving office, must relinquish all documents, monies and other properties to the successor.

**Section 4**. A majority of the Board shall constitute a quorum. A quorum of two thirds will be required to approve all financial and business transactions of the PVCG. Decisions will be made by consensus.

**Section 5.** The Board, in consultation with membership, shall create and maintain a manual containing current policies and procedures, including Member Gardener Agreements and Responsibilities (see attached).

**Section 6:** The Board shall form committees and task forces to fulfill the mission of the PVCG. The work of the PVCG shall be carried out through the following Committees with the assistance of such Task Forces as may from time to time be deemed necessary: Finance, Garden Operations and Maintenance, Fundraising, Fun-raising, Communications, Administration, Membership, and Pantry Liaison. (see attached Committee list of responsibilities).

**Article 6: ELECTIONS**

**Section 1**: Nominations shall be submitted to the membership at the December Meeting. Nominations may be made from the floor with the consent of the nominee.

The January Meeting shall include the election of officers for the calendar year. Members shall be notified in writing two weeks prior to the date of the election. Voting at the January Meeting is open to each PVCG member in good standing.

**Article 7: PVCG MEMBERSHIP MEETINGS**

**Section 1**. The PVCG meetings are facilitated by the Board to conduct the business of the PVCG and are held in accordance with an approved monthly schedule.

**Section 2**. Meeting decisions will be made by a majority vote of the members present.

**Section 3.** Special Meetings may be called at any time by any member of the Board for the purpose of conducting business.

**Article 8: FISCAL POLICIES**

**Section 1.** The fiscal year shall be concurrent with that of the PVCG (January 1 – December 31).

**Section 2**. No officer, committee, task force or individual member shall incur any expenses on behalf of PVCG unless authorized by the majority of the Executive Board.

**Section 3**. The PVCG accounts are subject to the audit practices of the PVCG.

**Section 4.** The Treasurer shall present a financial status report of income and expenses at each meeting.

**Section 5.** A financial budget for the following year will be presented at the December meeting of the fiscal year to be approved by the general membership in January.

**Section 6.** The Board must have at least two signatories on all bank accounts and at least two officers with access to the website, and the P.O. Box.

**Section 7:** The Board shall ensure that Legal and financial documents will be maintained in a secure location as well as archived electronically.

**Article 9: PRINCIPLES GUIDING DUTIES OF OFFICERS**

**Section 1. President**

1. Presides (or designates a member to preside) over meetings.

2. Prepares the agendas for upcoming meetings in conjunction with input from members

3. Signs letters, contracts or documents necessary.

4. In cases of emergency, the President shall be empowered to take action on behalf of The PVCG after having made an effort to confer with at least two other members of the Board.

**Section 2. Vice President**

1. Acts for the President in the President’s absence and may serve in the capacity of the President at the President’s request.

**Section 3. Recording Secretary**

1. Keeps minutes of the PVCG and Board meetings and records the approved minutes (and other documents shared at the meeting) as the official minutes of the organization, with the date of their approval.

**Section 4. Treasurer**

1. The Treasurer tracks the income and expenses of the PVCG.

2. At each regular meeting, the treasurer gives a report on income and expenses and calls attention to any unusual items.

**Attachments**

**Pleasant Valley Community Gardens Committees 11/24**

**Finance: Committee Leader: Mark (Sandra, Jean, Gwen)**

* Treasurer reports
* Post office box maintenance
* Ledger management
* Sponsor donation spreadsheet.
* Expense reports
* Bank record maintenance.
* 501c3 future planning

**Garden Operations & Maintenance: Committee Leader: Bill (Gardening), Committee Leader: Dave (Structures + Maintenance) (Maureen, Gwen, Joe, Karen)**

* Sourcing seeds
* Garden Plan and Map
* Workday and maintenance calendars
* Seed starting, planting and secession yearly calendar
* Maintenance and weeding
* Harvesting
* Composting
* Irrigation systems and watering
* Tools
* Soil testing
* Fertilization
* Insect interventions
* Season extension structures
* Solar motion light/security
* First aid kits
* Shed organization

**Fundraising: Committee Leader: Jean (Sara, Janice, Pam B., Paulette)**

* Direct outreach to sponsors (letters composition and spreadsheets)
* Event planning: PV weekend, Trivia, Comedy, PVCG gala, Cornhole Tourney, etc.
* Merchandise
* Social media
* Giving Tuesda

**Communications: Committee Leader: Paulette (Karen, Nora, Sara)**

* Website
* Email Lists
* Involving community groups
* Sponsor recognition and engagement
* Flyers/libraries calendar
* Social media
* QR codes
* Publication venues

**Administration: Committee Leaders: Janice and Sandra**

* MOU with Town
* Insurance
* Town liaison
* File and storage systems
* Agendas/minutes
* Grants

**FUN raising and Community Education: Committee Leader: Janice (Sara, Nora, Sandra)**

* Event planning: PV weekend, Trivia, Comedy, PVCG gala, Cornhole Tourney, etc.
* Games day/family day/gatherings

**Membership: Committee Leader: Janice (Gwen, Jean)**

* Forms
* Dues
* Rules/regulations
* Voting
* Engagement
* Plot rental

**Pantry Liaison**s–**Paulette and Debby**

* Preparation
* Transportation
* Meeting needs
* Steve Gessner input
* Month non-food items to donate

**PLEASANT VALLEY COMMUNITY GARDENS**

**Membership Agreement, Responsibilities and Application**

*This Document has been established by the members of the Pleasant Valley Community Gardens. These are intended to help all our member gardeners grow fresh, healthy food in a thriving garden, to create a sense of community among our gardeners and our garden neighbors, and to provide fresh produce to our community. Please read and direct any questions, suggestions, or comments to the garden leaders.*

**MEMBERSHIP**

* All gardeners are required to complete the PVCG Garden Application (below), The Town of Pleasant Valley Volunteer Form, and pay the suggested annual PVCG Annual Membership Dues.
* Members are expected to attend meetings, workshops and planned workdays whenever possible. It is particularly important to attend the January General Meeting where any concerns, issues, document modifications, or special projects are addressed, and leadership elected.
* Gardeners are expected to be cooperative, civil, and honest in all interactions.
* It is recommended to have at least 2 people working in the Garden at all times.
* Report theft, damage, and any issues to garden leadership.
* Any unresolved Violation of Rules & Regulations may result in losing your gardening privileges and dues.

**PVCG GENERAL RULES AND RESPONSIBILITIES**

* The hours of Garden operation are dawn to dusk, March through December
* Family members and guests are welcome at the garden site. Members must agree to accompany all guests and understand that he/ she is responsible for their actions. Children must be supervised. Guest violations will be treated as violations of the gardener.
* Garden Gate must be closed at all times except during open hours and when members are in the garden.
* Garden is used for growing fruits, vegetables and flowers and not for commercial sales.
* Plants extending into walkways and other crop areas should be trimmed.
* Gardeners should visit and maintain plots or areas at least once a week.
* Pesticides are not allowed in the garden. Organic ways to control insects and diseases should be used only as necessary - one of our gardeners can provide advice.
* Plant tall crops & vines in places where they will not shade other crops. Planting illegal crops is prohibited. Any invasive plants, such as mint, should be planted in containers.
* Biodegradable mulch is encouraged. Examples include: aged compost, leaves, straw, and hay. Carpet mulch, stone, newspaper, cardboard and sod are not allowed.
* Garden boundaries should be kept weeded and trash free, including the pathways.
* No permanent structures are allowed. All temporary structures must have written approval of Recreation, PV Town Board and the PVCG Board.
* Littering or dumping is not allowed. The garden is a carry-in and carry-out facility and should remain trash free. Compost bins are for plant waste only. No kitchen garbage is allowed.
* Pets, smoking, chewing tobacco, alcohol, loud audio, glass containers and fires are prohibited.
* Diseased, seedy & invasive plants should be bagged and put in trash so as not to contaminate the gardens. Old woody plants are to be placed in the brush pile to be disposed of.
* Put tools away, hoses, ensure gate is secured & leave garden area neat & tidy at the end of day.
* At the end of season, all dead plants, & non-plant materials (string, wire, wood, metal, plastic, etc. must be removed and disposed of properly.

**PARKING**

* Park in designated areas and be mindful of our neighbors.

**RENTED PERSONAL GARDEN PLOT RESPONSIBILITIES:**

* Anyone renting a personal Garden Plot must abide by all the above Garden Rules & Regulations.
* Gardeners will be assigned one garden plot with the dimensions of about 3 feet by 10 feet for a fee of $50.00 per season.
* Gardener’s rented plots must be in a cultivated state by June 1 and be cleared with debris composted by December 1st. (except for winter cover crops). At the end of season, non-plant materials (string, wire, wood, metal, plastic must be removed and disposed of properly.
* Gardeners should visit and maintain plots at least once a week. Gardeners provide their own seeds & plants and are responsible for cultivating, weeding, watering their own plots and maintaining the surrounding paths.
* If you will be out of town or on vacation, please arrange to have a fellow gardener watch over your space.

**COMPOST**

* Compost healthy plants. Diseased, seedy & invasive plants should be bagged and put in trash so as not to contaminate the gardens. Old woody plants are to be placed in the brush pile for disposal.
* Compost bins are for plant waste only. No kitchen garbage is allowed.

**TOOLS & WATERING**

* Ensure PVCG tools are cleaned and returned to the storage area.
* Be water-wise when watering. Roll up hoses.

**PLEASANT VALLEY COMMUNITY GARDENS**

**Membership Application**

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone: Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Emergency Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Emergency Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Suggested Dues: Make check payable to PVCG (check one below)
* PVCG Annual Individual Membership: $25.00
* PVCG Annual Family Membership: $40.00 (member +1)
* PVCG Lifetime Membership: $250.00
* Optional Personal Plot: $50.00 per year

The following is a list of things you may be able to help with, please check any that you feel you are interested in or would be able to help with:

* Leadership , Officer
* Garden maintenance
* Composting
* Harvesting
* PV Pantry delivery
* Publicity
* Social Media
* Outreach
* Community Relations
* Horticultural advisors
* Individual Plot Coordination
* Translation

If you are a new gardener, would you like an experienced gardener to help you? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

If you are an experienced gardener, would you like to help a new gardener? Yes\_\_\_\_\_\_ No \_\_\_\_\_\_\_

Photo permission: From time to time, gardeners, garden leaders and the media will take photos of the garden. Please check here (❑) if you do not give your permission for your photo to be published. If you do not give your permission, please let photographers know.

* Phone and email: All gardeners are required to share their phone number and email address with garden leaders. In addition, a gardener phone and email lists are shared with all gardeners. Please check here (❑) if you do not give your permission to share your phone number and email with all gardeners and provide another way we are able to get in touch with you.

* By signing below, I agree that I have read and understand the PVCG Membership Agreement & Responsibilities, the General Rules & Regulations, and will abide by all the language in this document. I understand that neither the garden group nor owners of the land are responsible for my actions. I therefore 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 me or my guests.

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**Print Name**

**--------------------------------------------------------------------------------- Date------------------------**

**Signature/Date**