

Bylaws Workshop Worksheet

Mission: The purpose of the garden. Why is the garden important? What value does it bring to the community?

Bylaws:

1. Membership Procedures

How does one become a member of the garden? What are the requirements?

Is there a minimum age requirement and/or fee to become a member?

If one becomes a member what are the requirements for maintaining membership?

What do members have a right to once they become members?

2. Decision-Making

How does the garden make decisions?

Is there a minimum number of people required in order to vote and pass proposals?

How are decisions communicated to the rest of the group? How often does the garden group meet?

3. Steering Committee

Is there a steering committee or other elected leadership group of the garden?

What are the positions that make this up?

How are its members selected? Are there special requirements for qualifying as a potential member of the steering committee? Do they have term limits? How do they make decisions? How often do they meet?

Are their meetings open to the general garden membership? How are these communicated to the group? How are minutes from meetings communicated to the membership?

What are the requirements/responsibilities of steering committee members? If they do not meet them how are they reviewed and removed if necessary?

4. Amendments

How do changes to the bylaws get made?

How are these communicated to the group once they are proposed and voted upon? How far in advance must they be communicated before a vote takes place in order to be valid and incorporated?

5. Conflict and Disputes

How does the garden handle conflicts or disputes?

What if one garden member accuses another garden member of breaking the rules?

6. Finances

How are the garden's financial records maintained?

How are these records communicated to the rest of the garden group?

How are financial decisions made by the group and approved?

7. Member Rules

What are the rules of membership; i.e. what must gardeners do?

What are gardeners not allowed to do?

What is the recourse of the garden group if a member is not complying with the rules of membership?