

**CONSTITUTION
OF THE
ANTHILL VILLAGE COMMUNITY GARDEN CLUB**

June 21, 2008

ARTICLE I: NAME AND PURPOSE

The Anthill Village Community Garden Club is established by the authority of the Chancellor and subscribes to the regulations and policies of the University of California, Irvine.

The club is established to oversee the use and management of the Anthill Village Community Garden. The goals of the club are to maintain and enhance the value of the community garden for present and future members, and to enhance the quality of student experience, by expanding opportunities for students to interact with faculty, staff, and community members in an informal setting.

The Anthill Village Community Garden has been created to replace the Arroyo Vista Community Garden which was located near the Arroyo Vista housing complex from September 2000 through June 2008. The Arroyo site had been created to replace the former Mesa Court Community Garden when that site was converted to additional student housing. The original purpose of the Mesa Court garden was to support the educational mission of the University, providing study plots for students in horticulture classes taught in the School of Biological Sciences. In 1985, when some of the garden space was made available to faculty, staff, and community members, the role of the garden was enlarged to include support of the University's community service mission. The community garden is a place where people with similar interests come together, and where the boundaries between faculty, staff, students, and community members disappear. For many community members, involvement with the garden is their most meaningful link to the University.

The Anthill Village Community Garden is a registered campus organization that exists at the discretion of the University under the auspices of the Dean of Students. The organization uses the acronym "AVCG" in publicity and correspondence.

ARTICLE II: MEMBERSHIP ELIGIBILITY AND SELECTION

All gardeners who have been assigned a garden plot(s), have paid annual dues in full, have signed the membership agreement outlining responsibilities of gardeners, and are maintaining their garden in accordance with the Membership Agreement will be considered members in good standing. Members will be accepted without discrimination on the basis of race, religion, sex, sexual orientation, or national origin. Officers of the club assign garden plots based on space available, and position on the waiting list. Every effort will be made to provide graduate students access to ten percent of the plots in the garden. There is no limit to the number of plots assigned to students.

Membership status may be revoked by a majority vote of the officers of the club for failure to abide by the rules defined in the Membership Agreement or failure to pay dues.

ARTICLE III: OFFICERS

The club will have a leadership committee of three officers to share responsibilities for managing the garden. They will be elected to a one-year term. The officers will include a president, vice president, and secretary/treasurer. All officers of the club must be affiliated with the University as a student, or a member of the faculty or staff.

The officers may accept volunteers and/or solicit the assistance of club members to serve on the committee in an advisory capacity as members-at-large. Any club member may serve as a member-at-large. The officers of the club may delegate responsibility for administrative tasks to members-at-large as necessary to ensure efficient management of the garden. The officers may also establish subcommittees as needed to work on special projects or handle ongoing administrative tasks.

The officers shall:

- Ensure that garden plots are maintained in accordance with the membership agreement (see Appendix I).
- Ensure that garden plots are assigned in a fair manner.
- Revoke membership status of any club member who fails to abide by the terms of the membership agreement by majority vote of the elected officers.

The president and vice president shall:

- Assign garden plots.
- Maintain the waiting list.
- Maintain the list of current members.
- Conduct annual elections.

The secretary/treasurer shall:

- Prepare correspondence.
- Keep meeting minutes.
- Collect and record dues.
- Maintain required records of expenditures.

The signature of two officers will be required to withdraw money from the club account. This authority may not be delegated to committee members who are not elected officers.

ARTICLE IV: DUES

The Anthill Village Community Garden Club will assess annual membership dues for the purpose of general maintenance of the garden and equipment and to cover administrative costs such as printing and postage.

The membership dues will be no less than \$40.00 per plot for faculty, staff, and community members. UCI students will be assessed the reduced rate of \$25.00 per year.

If the committee determines it is necessary to raise dues, it may hold a special meeting or conduct a special election to allow members to vote on the issue. Dues may be increased by a majority vote of the ballots cast by members in a special election or a majority of those present at a club meeting. Results of the vote will be posted on the garden shed and sent to club members.

Dues notices will be sent to club members by January 20 of each year. Failure to pay dues by February 20 will be taken as evidence that their garden plot has been abandoned unless prior arrangements have been made. Dues are not refundable.

The officers of the club will reassign abandoned garden plots. New garden assignments implemented between February 20 and September 30 will be assessed the full annual dues. New garden assignments made between October 1 and February 19 will be assessed one half of the annual dues.

The University shall have the right to audit the financial records of the club.

ARTICLE V: MEETINGS

The club will have no regularly scheduled meetings. The committee may call a special meeting to solicit membership input or communicate important information regarding club operations.

The committee may sponsor special events such as guest speakers or club outings. All members in good standing shall be invited to such special events.

ARTICLE VI: AFFILIATIONS

This organization is a recognized student organization at the University of California, Irvine, but is not part of the University itself.

In all correspondence and business transactions, it may refer to itself as an organization at UCI, but not as part of UCI itself.

The AVCG accepts full financial and production responsibility for all activities it sponsors.

The AVCG agrees to abide by all pertinent UCI policies and regulations. Where UCI policies and regulations and those of AVCG differ, the policies and regulations of UCI will take precedence.

This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization.

ARTICLE VII: ELECTIONS

Elections will be held each year, concurrent with collection of annual dues. No later than January 6 of each year the committee will send all members in good standing a notice soliciting nominations for elected positions. Any garden member in good standing who is affiliated with the University as a student, or is a member of the faculty or staff may be nominated or may self-nominate. No later than January 20 of each year, ballots will be sent to the designated voting member for each plot. One vote may be cast per plot. Officers will be appointed by the majority vote of ballots received by February 20. New officers will assume their duties on March 1 of the election year.

An officer may be removed from office by a recall election. A recall election will be held as a special election if one-fourth of the members sign a petition calling for the recall of an officer.

A committee member-at-large may be removed from office by a majority vote of the elected officers.

ARTICLE VIII: RATIFICATION

This Constitution will take effect if approved by a majority of the votes cast via email by garden members by September 19, 2008.

ARTICLE IX: BYLAWS

Concurrent with ratification of the Constitution, Bylaws 1 through 6 will be adopted. The club may adopt new bylaws following the procedure defined in Bylaw 1.

ARTICLE X: AMENDMENTS

To amend this Constitution will require that one-fourth of the members in good standing sign a petition calling for a special election to vote on the proposed amendment. The Constitution will be amended if a majority of the garden members in good standing cast ballots in the special election, and the amendment is approved by two-thirds of the members voting.

All amendments shall be in consonance with University regulations and policies and shall be filed with the University through the Office of the Dean of Students within two weeks of adoption by the organization.

ARTICLE XI: FINANCIAL MATTERS

Registered campus organizations must follow the University of California Policies Applying to Campus Activities, Organizations, and Students in all financial matters and accept full responsibility for all activities that bear the organization's name as official sponsor.

The University shall have the right to audit the financial records of this organization.

BYLAWS TO THE CONSTITUTION OF THE ANTHILL VILLAGE COMMUNITY GARDEN CLUB

BYLAW 1: NEW BYLAWS

Proposals to modify bylaws, delete bylaws, or add bylaws to the Constitution will be included on the annual election ballot sent to all garden club members in good standing. If the majority of members returning ballots approve the ballot measure, the bylaw change will be adopted effective March 1 of the election year.

To have proposed bylaws placed on the ballot, one or more members of the garden club shall draft the bylaw and send one copy to the committee by January 1 of the election year. The garden member(s) proposing the bylaw must also post one copy on the garden shed no later than January 1 of the election year. Garden members may submit comments on the proposed bylaw to the committee by January 15. A summary of garden members' comments will be included with the ballot to be sent on January 20 of the election year.

BYLAW 2: SPECIAL ELECTIONS

In the event of a vacancy in an elected office of the Anthill Village Community Garden Club, the two remaining elected officials shall determine whether they wish to call a special election or assume additional responsibilities until the annual elections are conducted. In the event that two of the three elected positions become vacant the club must hold a special election immediately.

For special elections to fill a vacancy in an elected position on the committee, a notice will be sent to all members in good standing soliciting nominations with a two-week response limit. Within seven days of completion of the nomination process, special election ballots shall be sent to all members in good standing with a two-week response limit. Ballots will be counted three days following the last day of the specified voting period, and the new officers will assume their roles immediately.

A special election also will be initiated immediately upon receipt of a valid petition for amendment of the Constitution signed by at least one-fourth of the garden club members. Within 30 days of receipt of the petition, verification of the membership standing of those signing the petition shall be completed and special election ballots shall be sent to all members in good standing. Members shall have 30 days to respond, and ballots will be counted three days following the last day of the specified voting period. If the majority of garden members return ballots, and two-thirds of the ballots returned support the proposed amendment, and Constitution will be amended and revised copies provided to members within 30 days.

BYLAW 3: USE OF GARDEN PLOTS

A. New Members

New members shall have 14 days to start to use their plot(s). If the garden committee determines that a garden has not been used within 14 days of assignment, by a majority vote of the committee, it shall be reassigned. Dues are not refundable.

B. Abandonment

As stated in the Membership Agreement, gardeners are expected to regularly work their garden throughout the year. A garden that has not been used for 30 days is considered abandoned. When the committee determines that a garden is abandoned, an officer will attempt to contact the person(s) assigned to the plot(s). If no response is received within three days, the officer will post a notice on the garden and mail a letter to the address on file for the garden member. The garden member will no longer be considered a member in good standing. The garden member must resume active use of the garden within 14 days of the date of the letter to retain use of the plot and be granted the privileges of a gardener in good standing. If the gardener does not resume activity within 14 days, the garden will be reassigned and no portion the annual dues will be refunded.

The standard for defining “use of a garden” is that there are growing plants and the plot is clean and free of weeds.

C. Exceptions to the Rule on Abandonment

Circumstances may arise which make a member temporarily unable to garden. The gardener is responsible for notifying an officer promptly in such a circumstance. By a majority vote of the committee, an exception to the 14-day

rule may be approved. Under no circumstances will a gardener be allowed to retain a garden if the garden is unused for two months.

D. Switching Gardens

The designated officer or committee member assigns gardens. Members may not use any garden plot other than those that have been specifically assigned to them.

If a member wishes to exchange garden plots with another member who is willing to do so, both gardeners must contact the designated committee member to request a reassignment. If both gardeners are in agreement, the officer/committee member will approve the change.

If a member wishes to exchange the plot currently assigned to him/her for a plot that is currently vacant, he/she must contact the designated committee member prior to reassignment of the plot. Such requests will be honored if they are received before the committee has contacted the next eligible gardener on the waiting list.

If a gardener with one plot wishes to be assigned an additional plot, he/she must request to be added to the waiting list.

BYLAW 4: PURCHASES ON BEHALF OF THE CLUB

The officers of the club have authority to purchase goods and services necessary to maintain the garden. The committee encourages garden members to communicate to them maintenance needs. Members must obtain advance approval from the applicable officer for purchases made on behalf of the club to be reimbursed for purchases made on behalf of the club.

BYLAW 5: WATER

Our water is pure, not reclaimed. Careful use of water is very important. Water is to be used only when the gardener is in attendance, and it must be turned off when the gardener leaves the garden. If a hose is found running and the gardener is not present, the person observing the misuse of water shall turn it off. The gardener is encouraged to contact the committee notifying them of the garden number and the date of the misuse. The committee will issue a letter of warning to the gardener assigned to the plot for a first offense. Repeat offenses will result in loss of gardening privileges.

BYLAW 5: VANDALISM, THEFT, DESTRUCTION OF PROPERTY

Actions such as theft of tools, equipment, produce, flowers, and vandalism or destruction of another gardener's garden/property will result in loss of gardening privileges and expulsion from the area. No gardener may enter another gardener's plot without permission. In cases of disputes over ownership of items, the parties must work through the committee, which will have final authority to settle the disputes. Disputes involving vandalism, theft or destruction of property may result in expulsion of one or both garden club members.

BYLAW 6: SMOKING AND ALCOHOLIC BEVERAGES

University policy prohibits use of alcoholic beverages in the garden. Smoking is prohibited. Tobacco mosaic virus is devastating to tomato plants in this area.

Date approved by Organization

Signature of Presiding Officer

Reviewed by Office of the Dean of Students _____ Date _____