



*Protecting and improving the community for the people who live
and work here*

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We can all take immense pride in the fact that our hard work and efforts do not go unnoticed. The numbers of visitors who walk through the gates and stare admiringly at the lush landscape, enjoy the solitude of a secluded bench, as well as the children who leave the sandbox looking like little breaded cutlets are living examples of the fruits (and flowers!) of our labor here in the garden.

We look forward to continuing the cycle of growth and renewal each season with all of you. -Debra Glass



GARDENER INFORMATION:



1. MEETINGS:

Attending monthly meetings helps us share the work load and build community.

2. PROVIDING COMMUNITY ACCESS:

We are a "Green Thumb" garden. Our lease requires the garden to be open for a minimum of 10 hours per week. We are also required to open the gate for visitors whenever there two or more gardeners working.

3. COMMUNAL PROJECTS:

Members need to participate in the garden upkeep and in garden projects. Repairing the sandbox; tending the compost; participating in Parks Dept. sponsored clean-up days; helping with special events or ad hoc committees are some of the ways to help out.

4. OPEN HOURS:

The following days and times, PLUS whenever there are 2 or more gardeners/bocce players inside. (The only exception is during the BRC/ Golden Age Center's operating hours, which are M-F 8AM-4PM, and Sat. 8A-1P, when the garden is closed to the public.)

Summer, Spring and Fall:

Thursdays:	5PM – 7PM
Saturday:	12PM – 4PM
Sundays:	12PM – 4PM

Each shift is 2 hours, with a limit of 2 gardeners per shift.

The actual number of shifts we each will contribute will depend upon the number of active gardeners who sign up to cover the open hours.

The season runs from April 1st through October 31st. Please sign up in advance to cover shifts during the times that you will be in town.

If you cannot show up for your self-assigned open hours, you must use our phone/email contact list to find someone to replace you.

Keys and Plots

If you are a new gardener you will earn a key after you have helped with open hours and demonstrated your commitment to maintain the garden. The Garden Steering Committee evaluates key requests throughout the season. The receipt of a garden key is dependent upon the new member's willingness to put in time and effort. Generally speaking, one full garden season is the average time for getting a key.



SUPERVISING IN THE GARDEN

- Open and close the gates to the public
- Tie up trash bags and bring them to the corner of Rivington and Forsyth.
- Tie up any loose branches up with twine. Put them outside of the gate at Rivington and Forsyth.
- Cover the sandbox if it's still open when your shift is over.
- Coil garden hoses and put tools away
- Water the community plots as needed.
- Clear the paths of weeds and debris.
- Offer gentle reminders to visitors about the posted garden do's and don'ts.

VISITORS TO GARDEN - RULES (posted in 3 languages in the Garden)

Leave the flowers as you found them
Don't use it as a restroom (for pets or people!)
Throw away your garbage
Don't leave children unattended (under 13 years old)
No drugs or alcohol
No loud music
No shoes in the sandbox
No bike riding within the garden

Do not be confrontational - if you feel someone or something is unmanageable, walk away and find a phone - get help. (Emergencies - dial 911/ Fifth Precinct - 212-334-0711 for non-emergencies - dial 311)

GARDENERS GUIDELINES:

First, do no harm!

- *Do not* prune (or plant) any trees in the garden.
- *Do not* use pesticides or herbicides.
- *Do not* plant vegetables or fruit (except in raised beds- soil must be tested).
- *Do not* plant any poisonous fruit bearing plants/trees.
- *Do NOT* prune or alter another gardener's plot in any way.
- If you have been given a new plot, *take some time to learn what's in it.*

Maintain neatness in and around your plot or designated community plots

Do not share your Garden keys -Do not lend, give, transfer, pass or otherwise share your garden keys.

Bathrooms:

The BRC bathrooms: Identify yourself as a gardener. Show your volunteer Parks Card* to the guard. An adult must accompany children.

Rivington house (located directly across Forsyth street): Identify yourself as a gardener.

Public restrooms in the Parks Dept. Communications Building on the Broome St. crosswalk.

**Information on obtaining a Parks Volunteer Card can be found on the last page.*

The RPCC/M'Finda Community Garden By-Laws

Purpose:

“To protect and improve the community for the people who live and work here”:

1. to provide an opportunity for local residents to garden;
2. to beautify the neighborhood through the development of a community garden;
3. to create a tranquil space in lower east side of Manhattan;
4. to provide a meeting place for neighbors;
5. to enhance residents' pride in their neighborhood and in their own ability to improve their local environment;
6. to provide therapeutic and educational gardening opportunities for local institutions;
7. to manage and maintain a neighborhood resource.
8. maintain and strengthen ties across the diverse communities that reside and work in the area.

Meeting Times:

Monthly during the Gardening Season.

April, May, June, Sept., Oct., Nov.: 2 nd Sunday of the month at 12 noon

July, August: 2nd Thursday of the month at 6PM

Requirements for Full Membership:

Proven commitment to the Garden, shown in part, by:

- Fulfilling open hours requirements including overseeing care and protection of the garden
- Assisting in at least one community event a year (clean up days, etc.).
- Abiding by the by-laws, guidelines of the Garden.
- Consistent attendance at monthly meetings.
- Payment of dues. Suggested dues: \$20 for individuals or families, \$25 for organizations.
- If have a plot: caring for it.
- Residents of Lower Manhattan are encouraged to become members. (gardeners in good standing who have moved are encouraged to remain members).

Means of becoming a Full Member:

- Follow above procedures for at least one gardening season.
- Availability of membership opening (a waiting list will be kept by the co-chairs).

Structure:

Board of Directors: Long time Community Gardeners.

Steering Committee- Two Co-Chairs, two Head Gardeners, a Secretary and a Treasurer.

Fifty Voting Full Members (with a waiting list if needed).

Plot Stewards: plots as available (Full Membership candidates).

Committee Heads: As needed. See below.

Work Roles:

Co-Chair Role: Two co-chairs for two- year terms. Renewable at last meeting of the season.

-Advocacy on behalf of Garden and its membership

- Liaison to GreenThumb, Parks, Partnership for Parks, and other groups (or delegate task to a responsible member)

- Insure the Garden and it's members are aware of GreenThumb/Parks regulations.
- Registration of Garden: insure Garden in compliance with Lease,
- Create agendas and Chair meetings (or delegate)
- Keep track of budget
- Assist in key/plot distribution
- Consult with membership on issues confronting the garden
- Encourage involvement
- Consult with Website coordinator
- Keep waiting list
- Management of day to day business of the organization or delegate necessary tasks
- Take required action between meetings (as instructed by the membership) and deal with emergency situations including approving the disbursement of funds in emergencies.

Co-Head Gardener Role. Life Terms (with 2 year renewable decision on the part of the HG at last meeting of the year).
Keep overview of garden. Assist in distribution of keys/plots. Supervise any unassigned plots. Advise on gardening. Take emergency action (if needed) to keep Garden visitors and Garden safe. Contact with Parks Department on Gardening issues. Consult with Website coordinator on Gardening issues.

Treasurer. Term: Renewable every two years. Takes in, records, accounts for, and disburses funds in accordance with Garden handbook/by-laws, Parks/GreenThumb regulations. Makes available report at monthly Garden meeting.

Secretary: Term: Renewable every two years. Takes minutes and distributes to the membership including the Website Coordinator. Finds replacement if needed.

Website Coordinator: organizes and keeps up to date Garden website in consultation with the Steering Committee and membership. Posts minutes.

Tool Custodian: Responsible for tools. Ordering/organizing.

Supply coordinator: insures the Garden is supplied with materials needed for general maintenance of the Garden.

Volunteer Coordinator: coordinates with organizations who want to work in the Garden.

Committee heads: With agreement from the Steering Committee and general membership, every gardener is encouraged to take charge of an event/gardening activity in the garden (assuming it doesn't conflict with the handbook, Parks/GreenThumb regulations).

Committees: members are welcomed and encouraged to start or join committees.

Full Members: All plot (and non-plot)/key holders who fulfilled the requirements listed above under "Requirements of Being a Member" and "Means of Becoming a Member".

Friends of Garden: Gardeners in training who are "apprenticing" to become Full Member gardeners (listed under "Means of Becoming a Full Member" above).

Volunteers: Are welcome and encouraged (assuming they abide by the garden guidelines, Parks/GreenThumb regulations).

Visitors: Are welcome and encouraged (assuming they abide by the garden guidelines, Parks/GreenThumb regulations).

How decisions are made:

In the last meeting of the gardening season the membership will vote in two Co-Chairs, the Treasurer, and the Secretary. The Head Gardeners will reaffirm their roles or step down.

Quorum: In the general meetings, by plot/key holding Full Members in good standing, by majority vote (51%). No less than 10 members present and in good standing.

Proxy voting: Written proxy on an issue is allowed for one meeting per season.

Plot Assignments:

For members with plots/keys: The Steering Committee, in informal consultation with the membership (as well as members suggestions), will decide who will steward any new available plot. Possible candidates may also be drawn from the waiting list. Some plots will be designated for community groups in keeping with our GreenThumb mandate. Some will go to proven members/gardeners. Members are encouraged to suggest plot stewards.

Membership without keys/plots: Same as above.

Reason: it is assumed that the Steering Committee will have the most information about members in good standing who would likely care for a plot. It is also assumed that ALL members have the right/obligation to promote potential gardeners of plots.

Emergency Action: In emergency matters the co-chair will make decisions or take actions with consultation of at least the other co-chair. All business conducted in emergency situations is subject to the consensus of the Steering Committee and to the approval of the general membership. Head Gardeners will make emergency decisions as they affect the Garden itself.

Process by which by-laws are changed:

Every two years the membership has the option to ratify or choose to alter these by-laws at the last meeting of the season. This assumes any changes won't conflict with GreenThumb/Parks regulations or conflict with the mission of the Garden.

Changes can be made by a majority vote (51%) of the membership and 2/3's of Steering Committee.

Process by which leaders or members or visitors can be removed and reasons for removal:

Process by which a Steering Committee member can be removed: by a 2/3's vote of the Steering Committee and a majority vote by the general membership of Full Members.

Process by which a member can be removed: the Steering Committee, in consultation with the membership, will meet with the member at least once to assist in the difficulty. If the destructive behavior continues the Steering Committee will ask the individual to turn in their key and leave.

Process by which any visitor can be removed: the gardener on duty is in charge of asking the individual to leave (see handbook) and reporting it to the membership. If the gardener on duty feels it to be a dangerous situation they should call the police.

Reasons for removal:

-Destructive behavior towards the garden, the membership or any individual in the Garden. Lively interaction is welcomed and encouraged, deliberate attacks on individuals, the group or the garden are not.

-Failure to abide by the by-laws, handbook, and Parks/GreenThumb regulations.



NAME: _____

ADDRESS: _____

CITY/STATE/ZIP _____

TEL: _____

E-MAIL/FAX: _____

Names/Ages of kids: _____

Please check here if you'd like to organize Bocce Ball _____

Specific interests or skills you have or know someone who might be willing to share? (E.g.: music; storytelling; grant-writing) _____

Do you have access to free or low cost materials or tools, which might be helpful? (E.g.: copying services; tools; lumber; gardening supplies, etc.) _____

Can you help coordinate or organize events? (E.g.: cleanup days; kids days; open house?): _____

Do you have access to a vehicle to help pick up donated plants, soil; tools, etc.?

If you are a prospective new gardener, please let us know how you heard about the garden.

Any suggestions, comments, or ideas that you'd like to share with the other gardeners? _____

Finally, what motivated you to join the garden? _____

By completing this form, you are acknowledging that you understand what your participation is expected to be in exchange for your key and plot. Plot _____ Key _____ 03

To obtain a Partnerships for Parks Volunteer Card:

Call 212-360-1357 and ask them to mail you a form, or go to the Partnerships for Parks website and fill out their online form.

(<http://www.partnershipsforparks.org/joinus/parkscard.html>)