



Long Beach Community Garden Association, Inc.

Bylaws

Article I Purpose

The purpose of this Association is to promote gardening at a community level, to allow a sharing of common interest and to provide an opportunity for enjoyable recreation and fellowship.

Article II Name and Location

The name of this corporation shall be the Long Beach Community Garden Association, Inc. ("the Association") and is a private not for profit organization. The location of the Association's activities will be on land leased from the City of Long Beach, 7600B East Spring Street, Long Beach, CA 90815. The mailing address of the Association will be:

LBCGA, Inc.,
P.O. Box 15944
Long Beach, CA 90815

Article III Constituency of the Association

The constituency of the Association shall be known as "Members" and shall be restricted to residents of the City of Long Beach. Voting on Association business will be limited to one vote per plot. Plot dues will be assessed annually or as otherwise determined by the Board of Directors (Board). The "Garden Year" will be a full 365 days as defined by the Board and may be changed by Board approval depending needs of the garden. Member's dues shall become due and payable on becoming a member and shall be renewable by midnight the last day of the defined garden year for each succeeding year; there is no grace period. Each household will have only one plot, unless there are numerous vacancies with no waiting list, on a seasonal basis as determined by the board. If a member dies, the spouse or significant other at the same address may take over the plot as a member in their own right.

A member in good standing who voluntarily gives up his/her membership and leaves the plot in compliance with the Rules and Agreements may reapply for membership at any time. A member who loses his/her membership for excessive correction notices, may be added to the waiting list after a one-year period; however, if membership is lost a second time due to excessive correction notices the loss of membership is permanent. Loss of membership is permanent for a member who loses his/her membership for drinking alcohol or smoking anywhere at the site; stealing in any manner; or is verbally or physically abusive.

Article IV Officers

The officers of this Association shall be a President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. A Board of Directors ("Board") shall consist of a total of fifteen (15)

Officers and Directors, who are members in good standing with the Association. Any office may be co-chaired as approved by a majority vote of the entire Board.

A member in good standing is a member who has:

- Been a member for at least 1 year or was a previous member in good standing
- Paid current dues
- Performed at least 4 hours of community service
- Had no more than 1 correction notice within a 12 month period
- Signs an annual confidentiality statement

A board member having two unexcused absences from any Board of Directors meeting will be removed from the Board and replaced.

Any board member may be removed for cause, misconduct and/or failure to fulfill the duties and obligation of their position and/or inability or incapacity to serve. Such removal shall be done at a meeting of the Board of Directors and through a motion by any board member. Such proposed removal shall be voted upon and the officer and/or director is so removed by a majority vote of those in attendance at the meeting. Immediately, a written notice of removal shall be sent by certified U.S. Mail.

All board members have the option to not pay dues for the year in which they serve. If they choose to pay dues for that year, it is considered a donation to the Association.

The Long Beach Parks, Recreation and Marine Department Coordinator for the Long Beach Community Garden Association may attend any Board of Directors meeting, but without a voting right.

The President shall be the chief executive of the Association. The President will preside at all meetings of the Board of Directors and is charged with the general supervision of all its functions and shall be an ex-officio member of all committees except the Nomination Committee. If there is a vacancy in any office, the President shall have the duty of filling such vacancy from the general membership. At the end of the term, the President automatically serves on the Board of Directors for a period of one year, as Past-President.

The 1st Vice President shall perform the duties of a President in the absence of the President or by reason of the President's inability to act. The 1st Vice President shall automatically assume the office of the President if that office becomes vacant during the term of its serving. Additionally, the 1st Vice President shall supervise the roll of members and the assignment of plots.

The 2nd Vice President shall be the third in command after the 1st Vice President.

The Secretary shall keep the minutes of all Board of Directors and general membership meetings. In addition, the Secretary shall be responsible for the maintenance of the official files of the Association, with the exception of the financial records.

The Treasurer shall have the care and custody of all funds and shall deposit the same in the name of the Association in such bank as meets the approval of the Board of Directors. All checks drawn against the account shall be signed by the President, Treasurer, and/or one other designated officer of the Association as determined by the President. The Treasurer shall render an accurate report of all receipts and expenditures at meetings of the Board of Directors and the membership.

The Directors shall assist the Officers of the Association in the conduct of the Association business. The President may delegate a member to serve as chairperson of any special committees as may be deemed necessary in the interest of the Association affairs. Additionally, board members shall form a Nominating Committee and recruit two additional members at large to be part of the Nominating Committee.

Article V Meetings

A majority of voting members of the Board of Directors shall be necessary to conduct the business of the association at bi-monthly meetings held on the even months of the year as needed. The President shall call all meetings. Any action required or permitted to be taken by the Board may be taken without an in-person meeting if at least a quorum of the members of the Board consents in writing to the action. Such written consent shall have the same force and effect as a quorum vote of the Board taken at a meeting. Such written consent shall be filed with the minutes of the proceedings of the next in-person board meeting. Written consent for the purposes of these bylaws is by email or any other reasonable method satisfactory to the President.

Article VI Election

Officers and Directors shall be elected to serve terms of one Garden Calendar year or until their successors take office. The Nominating Committee will present a slate of candidates annually for elective office. If there are an equal or lesser number of nominations than positions, the slate will be confirmed by the Board. If there are more nominations than positions, the Nominating Committee will prepare a ballot of qualified nominees, which will be mailed to each member to vote. When a ballot is used, Officers and Directors shall be elected by secret ballot.

Article VII Finances

The financial records of the Association shall be available for review by the City Manager of Long Beach on demand. In the event of the dissolution of the Association, any assets of the Association shall be deposited in the Recreation Fund of the City of Long Beach.

Article VIII Amendments and Procedures

Proposed amendments to the bylaws shall be posted at the Community Garden site at least 14 days prior to voting thereon. Such proposed amendments may then be adopted by a majority vote of the Association members present at the Annual General Meeting or at any general meeting called by the President.

Robert's Rules of Order, Revised, shall be the guide for any questions not provided for in these Bylaws.

September 2020