

Potrero Hill Community Garden (PHCG) Member Bylaws — Revised Spring 2014

The Earth deserves our good stewardship. It is a privilege to have a plot in this garden, which is owned by the San Francisco (City) Recreation and Parks Department (SF Rec and Park). On behalf of SF Rec and Park, the volunteers of the PHCG Steering Committee (Steering Committee) and the PHCG Garden Coordinator (Garden Coordinator) administer your plot.

You agree that your plot is a year-round commitment. All gardeners must share in caring for common areas — paths, street front, garden shed, etc. — at all times.

In view of the Following Responsibilities and Rules of Individual Gardeners, you agree that:

1. Annual dues are \$25.00 and shall be paid to the PHCG operating fund at or within 14 days of the Spring Meeting. If dues are not received within 14 days, a \$5.00 charge will be added.
2. Keep the garden weeded in the winter months (November — March).
3. Plant and tend the garden regularly in other months (March — October).
4. Keep the path around your plot weeded and mulched at all times (chipper mulch will be made available).
5. Attend two meetings/workday sessions yearly or attend one meeting/workday and complete one garden maintenance task assigned by the Garden Coordinator.
6. Use water responsibly. Never leave a running hose unattended.
7. Only non-pressure-treated wood is allowed in the garden. No copper-bearing wood should be used in the plots.
8. Gardeners' dogs are to be kept in your plot or tied to your plot at all times.
9. In case of illness or vacation, you must find someone to tend your plot. Call the Garden Coordinator if you need assistance in finding someone.
10. There is a limit of one plot per household throughout the entire SF Rec and Park Community Garden system.
11. Each garden plot gets one vote.
12. Garden members wishing to change plots need to send to the Steering Committee a written/email request to change plots. Plots will be assigned to gardeners as they become available on a first-come, first-served basis.
13. Reconfiguration of plots must be approved by a majority of the voting members of the garden at a regularly-scheduled meeting.
14. There is a 3'-6" height limit for all garden structures. Fences must be constructed with see-through wire fencing. The Steering Committee must approve all new construction over the 3'-6" limit. Any structure not approved by the Steering Committee is subject to removal. Exceptions to this rule must be submitted in writing to the Steering Committee for approval.
15. Any plants or structures that shade a fellow gardener are subject to removal. In the event that the involved gardeners cannot reach a mutually satisfactory compromise, the issue may be referred to the Garden Coordinator and Steering Committee for arbitration and resolution. To avoid shading, place taller plants on the South edge of your plot.
16. Any material improvements (i.e. wood, fencing, irrigation, soil) made to a garden plot will become property of PHCG when the garden plot is vacated or reassigned.
17. When you are ready to give up a plot, write or call the Steering Committee to formally release it.
18. Garden Shed and Tools: Access to the shed and use of tools are strictly for PHCG members only. Tools may not be borrowed, sold to, or used by non-members. Use of PHCG resources for non-garden projects or events must be approved by the Garden Coordinator and Steering Committee.

Neglect of Responsibilities

Failure to maintain an assigned plot for 30 days; failure to complete a maintenance task; absence from meetings (without an effort to make up workdays); or non-payment of dues, will lead to termination of your membership by decision of the Garden Coordinator and Steering Committee. You will be notified by the Garden Coordinator with a 15 day warning and if no response will send a 30 day notice prior to termination of your membership.

General Garden Procedures

Changes to the garden bylaws must be approved by a majority of the garden members. If this cannot be achieved at a meeting, then a written ballot may be sent to all members. Steering Committee members, including the Garden Coordinator and the Treasurer shall be elected by attendees at a regularly scheduled meeting. A quorum is not required.

If a gardener feels that there are unfair practices in the garden, they may contact the Garden Coordinator or members of the Steering Committee.

Termination of Membership

The Garden Coordinator will make an initial phone call or email to the gardener. If there is no response, a letter of termination will follow within 30 days of the initial phone call, allowing the gardener 4 weeks to clean up and maintain their plot. Plots may be reassigned after 30 days.

SF Rec and Park Responsibilities Regarding Common Area Construction

- Typical garden elements under City responsibility or supervision include gates, fences, compost bins, tool sheds, steps, shade trellis, benches, potting tables, underground irrigation lines, and all electrical work.
- Requests for improvements by the City are to be made directly to the SF Rec and Park Community Garden Program Manager through the Garden Coordinator.
- Take caution when digging in the garden. Contact SF Rec and Park for location of any existing utilities if gardeners intend to dig deeper than 12" below the existing garden grade.
- A qualified contractor proposing to perform work in a community garden must provide proof of the proper license and liability insurance to the City for approval prior to any construction or installation activity. Qualifications for the construction or installation of a garden element will be at the City's discretion.

I have read and understand the above and agree to abide by these bylaws or vacate my space.

Name:	Plot No:	Date:
Address:	Email:	Signature: