

BYLAWS

DISCOVERY GARDEN PARK

ARTICLE 1

Name, Location and Structure

Discovery Garden Park (hereinafter “DGP”) is a community garden managed by a City of Norcross board and located on the grounds of the Norcross Welcome Center and Museum at 189 Lawrenceville Street, Norcross, Ga. 30071.

All monies received by DGP Board (hereinafter referred to as “Board”) are used only for the maintenance and operation of the DGP and its related programs and projects.

ARTICLE 2

Purpose

The purpose of the Board is to manage an organic community garden that is both aesthetically beautiful and educational. The DGP serves as a community garden, environmental learning center, neighborhood gathering space and garden wildlife habitat for all to enjoy.

ARTICLE 3

Board

Section 3.1. Authorization: The Board exists by the authority of the City of Norcross and may be modified or abolished by action of the Norcross City Council.

Section 3.2. Numbers: The Board shall consist of not less than five nor more than nine Board members, appointed by Norcross City Council.

Section 3.3. Advisors: The Board may also consist of no more than two advisors who shall serve as non-voting Board members.

Section 3.4. Term: Board members shall be appointed for staggered terms for two years with one half of the membership being renewed each year. Board members may be reappointed for consecutive terms.

ARTICLE 3 (cont.)

Section 3.5. Vacancy: If a member of the Board resigns or otherwise ceases to serve on the Board before the expiration of his or her term, a new member shall be recommended by the Board, subject to City Council approval, to serve the remainder of the unexpired term.

Section 3.6. Expenditures: All Board members need the approval of the Board to spend or charge any purchases for the garden over \$50.00.

Article 4

Community Garden Plots

Section 4.1. Plots: The DGP has raised garden beds (hereafter “plots”) available on a first come first serve basis. If all plots are occupied, prospective gardeners may be placed on a waiting list. No gardener may occupy more than one plot during the annual term October 1 through September 30 (hereafter in “season”).

Section 4.1.2: Plots of Board Members: Each Board Member may receive a raised bed, with the rent complimentary as long as the person serves on the board. The Board Member may elect to pay the normal fee as a donation for the plot.

Section 4.2. Plot Term and Fees: The plot term shall run from October 1 through September 30. Gardeners may join at any time during the year and fees would be prorated accordingly. The amount of the annual plot is to be determined annually by the Board based on expected expenses for the coming year and in keeping with the declared purpose of the DGP. At this time, annual plot fees are \$100 per calendar year. All fees are non-refundable.

Section 4.3. Service Hours: Gardeners are expected to volunteer a minimum of two workdays or a minimum of four hours per year to DGP projects. These include tending the garden’s common areas or providing a presence at events. Gardeners with physical limitations should notify the Board for alternative ways to serve.

Article 4 (cont.)

Section 4.4. Untended Plots: The Board may give notice, by email or regular mail, to a gardener whose plot is considered by the Board to be unkempt. The Gardener must complete the necessary upkeep within a specified time frame determined by the Board. If acceptable progress is not made, the plot may be considered abandoned, and membership revoked. This verbiage will be included in the communications to plot renters.

Section 4.5 DGP Common Areas : No board member or gardener may plant, build, or remove items from the common areas (defined as areas within DGP that are not rented) of the garden without Board approval.

ARTICLE 5

Garden Structural Amenities

The City of Norcross oversees the care and maintenance of utilities, the pavilion, grilling station, water fountain, garden shed and restrooms.

ARTICLE 6

Officers and Duties

There shall be four Officers of the Board, Consisting of Chair, Secretary, Treasurer and Plot Manager. In addition to the four Officers of the Board, there are up to five Members at Large. The duties of the Board Members are to plan, promote, manage and support DGP. Each Officer's specific duties are outlined below. Some of these duties may be delegated to Members at Large.

Chair: The Chair shall have direct supervision over the daily operations of DGP, set goals, maintain DGP's social media, preside at meetings, and perform duties as from time to time may be assigned by the City or by the Board.

Secretary: The Secretary shall be responsible for keeping the Minutes of all Board meetings, and email copies of minutes and agenda to the Board prior to each meeting.

ARTICLE 6 (cont.)

Treasurer: The Treasurer shall make a report at each Board meeting, maintain all financial records, receive and deposit plot fee payments and donations into the DGP's bank account.

Plot Manager: The Plot Manager will handle the communication and interaction with plot renters. This includes rental notifications, plot maintenance notices and changes in rental status.

ARTICLE 7

Board Meetings

Section 7.1. Monthly: The Board shall meet once a month to carry out the orderly business of the DGP. The meetings are open to the public and shall be held at a time and place established by a majority vote of the Board.

Section 7.2. Specially Set: Special meetings of the Board may be called at the request of two members. Notice of a special meeting shall be given at least two (2) days previously thereto by email to each board member.

Section 7.3 Quorum: A majority of members of the Board shall constitute a quorum.