

By-Laws
of the
Westbury Community Garden

Authority: The Westbury Community Garden (WCG) is a function of the Westbury Super Neighborhood (SN). The Westbury SN (SN#37) operates under its charter that was granted to it by the City of Houston, which gave it the number designation of 37. The WCG operates as a subcommittee of the Executive Committee of the SN as provided for in Article 9 of the By-Laws of SN#37. SN#37 has two Independent legislative bodies; the Westbury Civic Club (WCC) and the Westbury Area Improvement Council (WAIC), which each operates under its own separate set of By-Laws.

Purpose and Mission: The Westbury Community Garden uses fruit, vegetables and habitat gardens to bring the entire community together and to improve the health, nutrition and quality of life for Westbury residents. The garden serves to educate adults and children about good nutrition and ecology, strengthen community spirit, provide organic food, and serve as a gathering place for community events. The WCG's slogan is "Growing Community through Gardening."

Membership: Any person who has submitted a signed Gardener's Agreement and has paid the required annual fee or is current on their monthly payment of the annual fee for the current year is a member in good standing of the WCG. Any member in good standing has a vote at the monthly, annual, or any special meeting of the WCG. The annual fee goes into a general fund to help pay garden expenses including water and insurance. The Board of Directors, known also as Garden Management in the Gardeners Agreement, will determine and publish on the WCG website the annual fee rates prior to March 1 of each year.

Gardening duties: are determined by the WCG. The WCG will share with those who garden the general gardening requirements, including, but not limited to the Gardening Agreement.

Quorum: A quorum at a meeting of the membership of the WCG shall consist of those present at any duly called meeting. This quorum requirement may be changed from time to time by vote at a meeting of the WCG.

Officers: The officers of the WCG consist of President, Vice President, Secretary, and Treasurer. Officers cannot hold more than one office at a time.

President – shall be the executive leader of the WCG and set the tone for the short term, medium term, and long term efforts of the WCG.

Vice President – shall preside at meetings of the WCG when the President is absent, and represent the President at public events in the President's absence.

Secretary – shall take the minutes of the WCG’s meetings and post via e-mail, and Web site in a timely manner. The minutes shall be approved and/or amended at the next appointed meeting by a majority vote. Committee heads shall give the Secretary a summary of their work that the Secretary can incorporate into the minutes.

Treasurer – shall present the Treasurer’s report at each meeting of the WCG. The Treasurer shall be a board member of either the WCC or WAIC or both.

Bank Account: The bank account of the WCG shall be held in the name of the WAIC for as long as it operates under the 501c(3) status of that organization. Checks written on the bank account can be signed by the Treasurer of the WAIC, the President of the WCC who is also a ex officio member of the board of directors of the WAIC, or the Treasurer of the Westbury Community Garden. When and if the WCG establishes its own 501(c)3 status, it may establish its own bank account as it sees fit. The requirement that the Treasurer of the WAIC and the President of the WCC have signature authority on the account shall no longer be required.

The officers for the coming year are elected by a majority vote at the annual meeting of the Westbury Community Garden. The annual meeting shall be held in February. The new officers take on their duties at the end of the annual meeting. A vacancy on the board shall be filled on an interim basis, until the next annual election, by a majority vote by the garden board of directors.

Board of Directors: The board of directors of the WCG consists of the four officers and the chairs of the standing committees. These may include but are not limited to Fundraising, Composting, Maintenance, Youth and School Outreach, Education, and Membership.

Committees: The committees of the WCG shall be set up by the Board of Directors. The President will appoint the committee Chairs.

Amendments: "These By-Laws shall become effective when approved by the Board of Directors of both the WAIC and WCC. They may be amended by a vote by the boards of the WAIC and the WCC plus a majority vote at a meeting of the community garden membership. Amendment of the By-Laws of the WCG requires a prior notice by email sent to all emails of record and to be posted on the WCG website at least 72 hours prior to the vote.

Rules of Order: Meetings of the Westbury Community Garden and its Board of Directors shall be conducted according to Roberts Rules of Order.

Meetings shall be held at a time and place determined by the garden board of directors.