

By-Laws of the Westbury Community Garden

Article I — Name— Westbury Community Garden

Article II — 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.

Article III. — 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.

Article IV — Slogan

Growing Community Through Gardening

Article V — Membership

5.1 — Non-Discrimination Policy: Westbury Community Garden does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

5.2 — 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 Gardener's Agreement, will determine and publish on the WCG website the annual fee rates prior to March 1 of each year.

5.3 — 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.

Article VI— Meetings

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

6.2 — 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.

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

Article VII — Officers

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

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

7.2 — Vice President shall preside at meetings of the WCG when the President is absent and represents the President at public events in the President's absence.

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

7.4 — 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.

Article VIII— Election

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 November. 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.

Article IX — Board of Directors

9.1 — The board of directors of the WCG consists of 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.

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

Article X. — 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 an 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.

Article XI — 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.