

BY-LAWS - Silvana's Community Gardens

Official Name:

Silvana's Community Gardens

Physical Address:

Lot B, Silverthorne Recreation Site Subdivision, 420 Rainbow Drive, Silverthorne, CO, 80498 (the plot to the immediate south of the Silverthorne Recreation Center).

Mission/Vision

Silvana's Community Gardens invites individuals and families from all backgrounds who choose to grow together. This working garden welcomes all members of the community regardless of gardening experience. Through hands-on development it integrates education, creative expression, cooperation and community spirit.

Tagline: Columbines, Carrots & Community – growing together.

Meeting Times

Will be announced and updated on SCG website: www.silvanascommunitygardens.org.

Meeting Place

Summer meetings take place at Silvana's Community Gardens. The off-season the meeting location will be at the Silverthorne Town Hall, unless otherwise specified. See above website for details.

Decision Making

At all meetings of the steering committee, 5 (five) members present in person or by proxy, shall constitute a quorum of the steering committee for the transaction of business. A majority of the steering committee (three or more) is needed to pass any decision. In the absence of a quorum, a majority of the committee members so present or represented may adjourn the meeting, or continue with unofficial business.

Electing Officers

Officers will be nominated at the January meeting and elected at the February meeting of each year or other timeframe as determined by the Silvana's Community Gardens steering committee. Officers will serve for one year and mentor incoming officers for the 2nd year.

Should an officer leave, the remaining members of the Steering Committee will choose his/her replacement. This person will serve out the remainder of the term at which point the position will be chosen in the same manner as the other Officers.

Elected Officers

Responsibility of Chairperson/Co-Chairs

The Chairperson/Co-Chairs will preside over all meetings, co-ordinate with committee heads, sit on the Steering Committee and has/have the authority to sign legal documents and checks on behalf of the organization. (Should the Steering Committee structure change so that the offices are President and Vice-President, the division of duties will be defined and so delegated.)

Responsibility of Secretary

The Secretary is responsible for all written records of the organization, notices of meetings, minutes of meetings, official correspondence and sits on the Steering Committee. The secretary will maintain email lists of all board members, garden plot holders, committee members and volunteers and will send out communications, as needed, to these groups.

Responsibility of Treasurer-Registrar

The Treasurer is responsible for all financial records, has the authority to sign checks on behalf of the organization and sits on the Steering Committee.

ADDITIONAL TREASURER-REGISTRAR DUTIES ARE STILL BEING DEFINED.

Steering Committee

The Committee is the voting body for SCG and is composed of, at a minimum, the Chairperson/Co-Chairs, the Secretary and the Treasurer/Registrar. Other members of the committee may include advisors, other committee heads such as Fund-raising, Construction, Social/Outreach and others as deemed appropriate and necessary.

Special Committees

Special Committees will be formed as needed. There will be a committee chair. Each special Committee chair will report its activities and any requests to the Steering Committee.

Amendments

These By-Laws may be amended by the Steering Committee duly called for the purpose of amending these By-Laws. Anyone who wishes to change by-laws must submit the proposed change, by written email, to the Chairperson or Co-Chairs one week prior to a monthly meeting.

Hold Harmless clause

Participants of the organization "Silvana's Community Gardens" will hold harmless the Steering Committee members, various Special Committee members, the Town of Silverthorne and other outside laborers, agents or volunteers working on behalf of Silvana's Community Gardens from and against any damage, loss, liability, claim, demand, suit, cost and expense directly or indirectly resulting from, arising out of or in connection with the use of Silvana's Community Gardens, its participants, successors, assigns, employees, agents and invites.

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