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Contact:

Garden Address – 12345 Sullivan Street, Surrey, BC.

Mailing Address - PO Box – 45056 Ocean Park Post Office, Surrey, B.C. V4A9L1

Contact the Dunsmuir Garden Group by email:

dunsmuircommunitygarden@gmail.com

See Dunsmuir Garden information and current events at:

www.facebook.com/dunsmuirgardengroup/?ref=bookmark, or
<http://dunsmuirgardengroup.blogspot.ca>

DUNSMUIR GARDEN GROUP

1. CONSTITUTION

The name of the group is the **Dunsmuir Garden Group**.

The purposes of the group are:

- a. to provide opportunities for nonprofit, recreational, organic gardening for residents of Surrey and White Rock;
- a) to provide horticultural advice and shared experiences amongst the members and to encourage those who wish to undertake organic gardening,
- b) to perpetuate an awareness of the natural processes of food growing
- c) to donate excess produce to selected Outreach Programs located within the Surrey /White Rock area.

2. CODE OF CONDUCT

Members:

The Dunsmuir Garden Group (DGG) exists to provide members the opportunity to participate in garden activities in a safe and positive atmosphere. The DGG is committed to providing an environment free of discrimination and harassment, where individuals are treated with respect and have equal opportunities.

DGG members are expected to behave in a manner that respects the rights of others so that all members may enjoy garden activities.

All members are expected to treat our common property, tools and equipment with respect and care.

A member who engages in inappropriate conduct may be considered to be a member “not in good standing”. When a member is not in good standing the Board may revoke his or her membership or may order other disciplinary action.

Inappropriate conduct includes, but is not limited to the following:

- Verbal or written remarks that any reasonable individual would know would cause offense, humiliation, or intimidation.
- Physical assaults
- Aggressive or intimidating behavior towards other individuals
- Verbal or written threats

Encroaching, damaging, vandalizing or harvesting from another member’s plot without permission.

Dispute Resolution Process:

A DGG garden member may lodge a formal complaint about another member by providing the Board of Directors, in writing, information about the inappropriate conduct, the date, and the plot numbers. The Board will review the complaint at the next Board meeting and will respond within 14 days following that meeting.

The President and/or his/her Board designate will work with the appropriate individuals to take measures to resolve the situation. In some instances the Board may revoke the membership of a DGG member or may order other disciplinary action.

Board of Directors:

The DGG Board of Directors is charged with the governance and management of the Society on behalf of its members. DGG Board members are expected to meet the highest ethical standard in their actions, use of authority, and in their interactions with others.

DGG Board members should:

Respect Role

- Abide by the Code of Conduct for DGG Members as well as the Code of Conduct required of DGG Board Members.
- Consider financial factors when making decisions and be accountable for prudent management of DGG members' funds.
- Avoid any written or verbal language or actions that are in conflict with the best interests of DGG and members.
- Avoid any written or verbal language or actions that could create a negative perception of DGG.
- Not speak on behalf of DGG unless designated by the President or the Board, as a whole and should publicly support decisions made by the Board.

Demonstrate Respectful Conduct

- Treat fellow Board members and DGG members with respect and listen to their points of view.
- Always act with integrity and fairness, and should treat others with respect without regard to their gender, race, ability, age, sexual orientation, religion, country of origin, or political views.

Avoid Personal Gain

- Represent the best interests of the Society over and above personal interests and should not use their position to further their own personal interests.

Avoid Conflict of Interest

- Avoid any written or verbal language, actions, or decisions that are (1) a potential conflict of interest, (2) an actual conflict of interest, or (3) could be perceived as a conflict of interest.
- Declare potential conflict of interest and refrain from discussion and voting when applicable.

And Maintain Confidentiality and Privileged Information

- Not divulge confidential or privileged information that they receive as a Director to anyone other than individuals who are authorized to receive the information; this applies both during and after their term as a Director.

In addition, DGG Board members are obliged to take appropriate action whenever verbal or written remarks, that any reasonable individual would know would cause offense, humiliation, or intimidation, are reported.

Notwithstanding the above, the DGG Board may choose to take appropriate action whether or not a formal complaint has been made via the dispute resolution process.

Violations of Board Code of Conduct:

The Board of Directors is responsible for addressing any concerns about a potential violation of the Board Code of Conduct.

A Board member or DGG member who wishes to bring a complaint about a potential violation of the Board Code of Conduct must do so in writing, addressed to the President of the DGG or a member of the DGG Board Executive. The Board President and/or Board Executive must present this complaint to the Board for discussion and planning for a resolution by or before the next Board meeting. A special meeting may be called by the Board President and/or Board Executive in order to ensure a timely response.

The Board may choose to form a review committee for the purpose of collecting information and making recommendations to the Board. The Board of Directors may, by majority vote, remove a Director before the expiration of his or her term of office.

DUNSMUIR GARDEN GROUP

3. BY-LAWS

PART 1 – DEFINITIONS AND INTERPRETATION

Definitions

1.1 In these Bylaws:

“**Act**” means the *Societies Act* of British Columbia as amended from time to time;

“**Board**” means the Directors of the Society;

“**Bylaws**” means these Bylaws as altered from time to time.

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or Regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the Regulations, as the case may be, prevail.

PART 2 – MEMBERSHIP

Application for Membership

2.1 A person who resides in Surrey or White Rock may apply to the Board for membership in the Society in accordance with the procedure described in the Rules. A person becomes a Member on the Board’s acceptance of his or her application, and on payment of the membership fee, the volunteer contribution for the year, the garden plot rental fee for the year, and the gate key fee.

Associate Membership

2.2 A person who resides in Surrey or White Rock may apply to the Board in accordance with the procedure described in the Rules to become an Associate Member for a period of one (1) year for the purpose of assisting a Member who is unable, due to illness, injury, or extended absence, to maintain his or her garden plot. A person becomes an Associate Member on the Board’s acceptance of the application, and payment of the Associate Member fee, as determined by the Board.

2.3 For greater certainty, an Associate Member cannot vote at General Meetings. Associate Membership does not in any way effect the position of any person on the General Wait List.

Honorary Membership

2.4 In recognition of extraordinary service or contribution to the Society, the Board may determine, in accordance with the procedure described in the Rules, that a Member, who is a senior and a resident of Surrey or White Rock, is an Honorary Member.

Duties of Members

- 2.5 Every Member must uphold the Constitution of the Society and must comply with these Bylaws, the Code of Conduct and the Rules, copies of which will be provided to each Member.
- 2.6 Every Member must make an annual volunteer contribution of work performed for the Society or a monetary equivalent, as determined by the Board.
- 2.7 Every Member must comply with all applicable agreements, regulations, bylaws, policies and codes of practice established by the City of Surrey.
- 2.8 A Member who is assisted by a non-member helper to maintain his or her garden plot or pathways must be present at all times when the non-member helper is assisting with the garden plot or pathways.

Amount of membership dues

- 2.9 The Board determines the amount of the membership dues. Membership dues are payable only at the time an applicant becomes a Member.

Member not in good standing

- 2.10 A Member is not in good standing if that Member fails to pay the membership dues, the volunteer contribution fee, or the annual garden plot rental fee; fails to comply with the Constitution, these Bylaws, the Code of Conduct, or the Rules. When a Member is not in good standing, the Board may, following a vote on the matter, revoke his or her membership, order the forfeiture of his or her garden plot or order other disciplinary action as determined by the Board.
- 2.11 When a Member is not in good standing and is subject to revocation of his or her membership, forfeiture of his or her garden plot or other disciplinary action, the Board must notify that Member in writing fourteen (14) days prior to the vote by the Board. The Board's notice must state the reason for the proposed disciplinary action, and provide relevant facts and information relating to the alleged failure to pay dues or fees, or the alleged contravention of the Constitution, these Bylaws, the Code of Conduct, or the Rules.
- 2.12 A Member who has received the Board's notice referred to in 2.12, may request to appear before the Board to explain his or her actions prior to the Board's vote on the matter.

Member not in good standing may not vote

- 2.13 A voting Member who is not in good standing
 - a) may not vote at a General Meeting, and
 - b) is deemed not to be a voting Member for the purpose of consenting to a resolution of the voting Members.

Termination of membership

- 2.14 When a Member is not in good standing, his or her membership in the Society is terminated on the date determined by the Board, after the Board has voted on the matter.
- 2.15 A Member ceases to be a Member by:
 - a) delivering his or her written resignation to the Secretary, mailing it to the mailing address of the Society, or emailing it to the email address of the Society;
 - b) verbally advising the Board of his or her resignation. The resignation takes effect after the Secretary confirms in writing the verbal resignation;

- c) giving up or abandoning his or her garden plot;
- d) no longer residing in Surrey or White Rock;
- e) revocation of his or her membership by the Board in accordance with these Bylaws or the Rules.

Part 3 – Dues and Fees

Membership Dues

- 3.1** The amount of the one-time membership dues, the annual plot rental fees, the Associate Member fee, the volunteer contributions, gate key fee and any other fees, must be determined by the Board, communicated to Members as outlined in the Rules, and posted on the Society's website prior to February 1st.
- 3.2** A Member must pay his or her annual plot rental fee on or before February 28th.
- 3.3** An Associate Member must pay the Associate Member fee after the Board has accepted him or her as an Associate Member.

Plot Rental Fees

- 3.4** Only one (1) annual plot rental fee is payable per garden plot regardless of whether one (1) or two (2) Members are assigned to that plot.
- 3.5** Annual plot rental fees that have not been paid as at February 28th are subject to a late fee penalty determined by the Board and must be paid within fourteen (14) days of notice from the Board. A Member with unpaid penalty fees is not in good standing.

Volunteer Contributions

- 3.6** A volunteer contribution is payable for each garden plot regardless of whether one (1) or two (2) Members are assigned to that plot. The volunteer contribution must be paid by February 28th.

Refund of Dues, Fees

- 3.7** Fees, volunteer contributions or dues paid shall not be refunded except in exceptional circumstances, and only if approved by the Board.

PART 4 – GENERAL MEETINGS OF MEMBERS

Time and place of General Meetings

- 7.** A General Meeting must be held at least once each calendar year, but not more than fifteen (15) months after the previous General Meeting, at the time and place determined by the Board.
- 8.** A notice specifying the date, time and place of a General Meeting must be given fourteen (14) calendar days in advance to all Members by email or, at the request of any Member, by regular mail at that Member's mailing address on record with the Society. Notices of all General meetings will be posted fourteen (14) in advance on the Society's web site:

www.dunsmuircommunitygardens.ca

or Blog:

<http://dunsmuirgardengroup.blogspot.com/>

9. General meetings of Members will be guided by Robert's Rules of Order.

Notice of Special Business

10. A notice of a General Meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a Member receiving the notice to form a reasoned judgment concerning that business.

Ordinary Business at a General Meeting

11. At a General Meeting, the following business is ordinary business:

- a) adopt the agenda;
- b) consideration of any financial statements of the Society presented to the meeting;
- c) consideration of the reports, if any, of the Directors, Committee Coordinators or auditor;
- d) election or appointment of Directors;
- e) appointment of Committee Coordinators and an auditor, if any;
- f) business arising out of a report of the Directors not requiring the passing of a Special Resolution.

Chair of General Meeting

12. The following Member is entitled to preside as the Chair of a General Meeting:

- a) the Member, if any, appointed by the Board to preside as the Chair;
- b) if the Board has not appointed a Member to preside as the Chair or the Member appointed by the Board is unable to preside as the Chair,
 - i) the President,
 - ii) the Vice-President, if the President is unable to preside as the Chair, or
 - iii) one of the other Directors present at the meeting, if both the President and Vice-President are unable to preside as the Chair.

Alternate Chair of General Meeting

13. If there is no Member entitled under these Bylaws who is able to preside as the Chair of a General Meeting within fifteen (15) minutes from the time set for

holding the meeting, the voting Members who are present must elect a Member present at the meeting to preside as the Chair.

Quorum required

14. Business, other than the election of the Chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a General Meeting unless a quorum of voting Members is present.

Quorum for General Meetings

15. The quorum necessary for the transaction of business at a General Meeting is 10% of the voting Members.

Lack of quorum at commencement of meeting

16. If, within thirty (30) minutes from the time set for holding a General Meeting,
 - a) quorum of voting Members is not present,
 - b) in the case of a meeting convened on the requisition of Members, the meeting is terminated, and
 - c) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within thirty (30) minutes from the time set for holding the continuation of the adjourned meeting, the voting Members who are present constitute a quorum for that meeting.

If quorum ceases to be present

17. If, at any time during a General Meeting, there ceases to be a quorum of voting Members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by Chair

18. The Chair of a General Meeting may, or, if so directed by the voting Members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned General Meeting

19. It is not necessary to give notice of a continuation of an adjourned General Meeting or of the business to be transacted at a continuation of an adjourned General Meeting except that, when a General Meeting is adjourned for thirty (30) days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at a General Meeting

20. The order of business at a General Meeting is as follows:

- a) elect a Member to chair the meeting, if necessary;
- b) determine that there is a quorum;
- c) approve the agenda;
- d) approve the minutes from the last General Meeting;
- e) deal with unfinished business from the last General Meeting;
- f) if the meeting is an annual General Meeting:
 - i) receive the Directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements;
 - ii) receive any other reports of Directors' and Committee Coordinators' activities and decisions since the previous annual General Meeting;
 - iii) elect or appoint Directors;
 - iv) Members select Committees to serve on;
 - v) appoint an auditor, if any;
- g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- h) terminate the meeting.

Voting

- 21. Only Members in good standing may vote at General Meetings. The Chair may only vote in the event of a tie vote.
- 22. At a General Meeting voting must be by a show of a voting card, or by secret ballot as directed by the Chair of the meeting.
- 23. A motion proposed at a General Meeting, if seconded, must be voted on unless the two (2) Members who proposed and seconded the motion withdraw it.

Proxy voting not permitted

- 24. Voting by proxy is not permitted.

Announcement of vote result

- 25. The Chair of a General Meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Matters decided at General Meeting by Ordinary Resolution

- 26. A matter to be decided at a General Meeting must be decided by Ordinary Resolution (a resolution passed by a simple majority of the votes cast by the voting members) unless the matter is required by the Act or these Bylaws to be decided by Special Resolution (a resolution passed at a general meeting by at least 2/3 of the votes cast by the voting members) or by another resolution

having a higher voting threshold than the threshold for an Ordinary Resolution.

PART 5 – DIRECTORS

Number of Directors on Board

5.1 The Society must have no fewer than 3 and no more than 11 Directors.

Election or appointment of Directors

5.2 At each annual General Meeting, the voting Members entitled to vote for the election of Directors must elect the Board. The Directors elected may serve until the next annual General Meeting.

Directors may fill casual vacancy on Board

5.3 The Board may, at any time, appoint a Member as a Director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a Director during that Director's term of office.

Term of appointment of Director filling casual vacancy

5.4 A Director appointed by the Board to fill a vacancy will cease to be a Director at the end of the unexpired portion of the term of office of the Director whose departure from office created the vacancy.

5.5 The Board may, by a majority vote, remove a Director before the expiration of his or her term of office.

5.6 The Board may establish Committees to carry out the activities of the Society, and for its orderly and efficient operation.

5.7 The Board may establish Rules governing the day-to-day operation and activities of the Society.

PART 6 – DIRECTORS' MEETINGS

Calling Directors' meeting

6.1 A Director's meeting may be called by the President, or by any two (2) other Directors.

Notice of Directors' meeting

6.2 At least two (2) days' notice of a Directors' meeting must be given unless all the Directors agree to a shorter notice period.

Proceedings valid despite omission to give notice

6.3 The accidental omission to give notice of a Directors' meeting to a Director, or the non-receipt of a notice by a Director, does not invalidate proceedings at the meeting.

Conduct of Directors' meetings

6.4 The Directors may regulate their meetings and proceedings as they think fit.

Quorum of Directors

6.5 The quorum for the transaction of business at a Directors' meeting is most of the Directors.

PART 7 – BOARD POSITIONS

Election or Appointment to Board Positions

7.1 Directors must be elected or appointed to the following Board positions, and a Director, other than the President, may hold more than one position:

- a) President;
- b) Vice-president;
- c) Secretary;
- d) Treasurer;
- e) Past President.

Directors at large

7.2 Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as Directors at large.

Role of President

7.3 The President is the Chair of the Board and is responsible for supporting the other Directors in the execution of their duties and presides as Chair at all General and Board meetings. The President is the Society's administrative liaison with the City of Surrey.

Role of Vice-President

7.4 The Vice-President is the Vice-Chair of the Board and is responsible for carrying out the duties of the President if the President is unable to act.

Role of the Past President

7.5 The Past President is responsible for providing advice to and assisting the President in the execution of his or her duties and may carry out the duties of the President when neither the President nor the Vice-President are able to act.

Role of Secretary

7.6 The Secretary is responsible for doing, or making the necessary arrangements for, the following:

- a) issuing notices of General Meetings and Directors' meetings;

- b) taking minutes of General Meetings and Directors' meetings;
- c) keeping the records of the Society in accordance with the Act;
- d) conducting the correspondence of the Board;
- e) filing the annual report of the Society and making any other filings with the registrar under the Act; and
- f) maintaining custody of the Society's records and documents, except those held by the Treasurer, during his/her term of office.

Absence of Secretary from meeting

7.7 In the absence of the Secretary from a Board meeting, the Board must appoint another Board Member to act as Secretary at the meeting.

Role of Treasurer

7.8 The Treasurer is responsible for doing, or making the necessary arrangements for, the following:

- a) receiving and banking monies collected from the Members or other sources;
- b) keeping accounting records in respect of the Society's financial transactions;
- c) preparing the Society's financial statements;
- d) making the Society's filings respecting taxes; and
- e) preparing and establishing budgets.

7.9 On the recommendation of the Treasurer, and if approved by a majority vote at an annual General Meeting, the Society may borrow money.

PART 8 – REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY

Remuneration of Directors

8.1 These Bylaws do not permit the Society to pay a Director any remuneration for being a Director, but the Society may, subject to the Act and the Rules, pay remuneration to a Director for other services provided by the Director to the Society in another capacity.

Signing authority

- 8.2 A contract or other record to be signed by the Society must be signed on behalf of the Society
- a) by the President, together with one other Director;
 - b) if the President is unable to provide a signature, by the Vice-President together with one other Director;
 - c) if the President and Vice-President are both unable to provide signatures, by any two (2) other Directors; or
 - d) in any case, by one or more Members authorized by the Board to sign the record on behalf of the Society.

Part 9 – Committees

- 9.1 Members may volunteer to work on any Committees in order to carry out the Society's activities.
- 9.2 Members of a Committee must appoint a Coordinator if no Member volunteers to be the Coordinator.
- 9.3 The Coordinator is responsible for managing the work of a Committee to the best of his or her skills and abilities.
- 9.4 The Coordinator must work closely with, and under the direction of, the Board to determine annual operating priorities, budgets, and to manage other issues within the Committee; and communicate and coordinate job tasks, schedules and resources with other volunteers on the Committee.
- 9.5 The Committees established by the Board and the activities of those Committees are described in the Rules.
- 9.6 The hours of work carried out by a volunteer on a Committee counts as volunteer time for the purpose of determining a Member's volunteer contribution for the year.

END

Craig Regan

President

Susan Lane

Secretary

May 12, 2018.

Dated

DUNSMUIR GARDEN GROUP

4. STANDING RULES

The following Rules are the daily general operating requirements of the Dunsmuir Garden Group (DGG) and associated programs. These rules are administered by the Board of Directors and may be revised as appropriate by a majority vote of the Board and consistent with the Society's by-laws.

1. Applying for Membership and Plot Allocation

1.1 Any person who is a resident of Surrey or White Rock may apply to the Board for membership in the Society by completing a Membership Application Form. A person becomes a Member when the Board accepts an application at the time a plot becomes available and the Membership fee, annual plot rental fee and the volunteer contribution fee are paid.

1.1.1 Applications for membership are available as of April 1st.

1.1.2 Membership fees are subject to change between the date of application and date of acceptance.

1.2 Upon receipt of a completed Membership Application Form, the Plot Rental Coordinator shall date stamp the completed Membership Application Form and enter the applicant's name on the Membership Application Wait List (see *'Committees & Programs' 6.1 Plot Rental Committee*) according to the date the application was received.

1.2.1 At the time of application applicants must provide a personal email and telephone number and inform Dunsmuir Community Garden when either is changed during the wait period.

1.2.2 Applicants must clearly print names and contact information. Inability to read the application in order to contact an applicant may void the application.

1.2.3 At the beginning of the season and prior to the allocation of plots the Plot Coordinator will give advanced notice to applicants on the wait list in order to prepare the applicants to accept a plot.

1.3 When a garden plot becomes available and has not been allocated to a Member at the top of the Members Relocation Wait List, (see *'Committees & Programs' 6.1 Plot Rental Committee*) the applicant whose name appears at the top of the Membership Application Wait List will be offered that garden plot to rent.

1.3.1 A garden plot becomes available when the member renting the plot relocates or exchanges plots, resigns, dies or forfeits plot by Board decision.

1.3.2 When a plot becomes available the applicant first on the list must be ready to accept an offer. The Plot Coordinator will make first contact by phone and if no response within 24 hours will make contact by email. If after 48 hours neither phone or email is responded to the Plot Coordinator will proceed to the next person on the list. If the person does respond after 48 hours they can select from the remaining plots available. If no plots are available, they will remain at the top of the list until one is available.

1.4 An applicant who does not accept an offer to rent a garden plot will be removed from the Membership Application Wait List. In exceptional circumstances and at the discretion of the Board, an applicant may be able to defer acceptance of an offered plot. and remain at the top of the Membership Application Wait List for the remainder of the gardening year and to March 1 of the following year.

1.5 Only one (1) garden plot will be rented to a household. For the purpose of these Standing Rules, 'household' may be a separate living space within a dwelling with one civic address.

1.6 Only one (1) garden plot may be rented per Member.

1.7 No more than two (2) Members may rent one (1) garden plot.

1.8 A garden plot may be rented for a period of up to one (1) year.

1.8.1 All members in good standing are eligible to renew their plot rental annually.

1.9 The Plot Rental Coordinator will keep the Membership Application Wait List up to date and will provide the list to the Executive and provide a hard copy at the next Board meeting, if requested.

1.10 New members will receive a Garden orientation including copies of the Society's Constitution, Code of Conduct, By-laws and Standing Orders.

1.11 All members are invited to attend the monthly Board of Directors Meetings.

1.12 Garden plots may not be inherited, transferred or exchanged by any method other than those described here (See 4. Garden Plot Relocation and 5. Garden Plot Exchange).

1.13 For the purpose of internal membership communication all members' phone numbers and email addresses will be kept on a Communications Contact List and distributed to the membership.

1.14 The primary mode of communication will be via email.

2. Associate Membership

2.1 A non-member who is willing to assist a Member who is unable, due to illness, injury, or extended absence, to maintain his or her garden plot must apply to become an Associate Member by completing an Associate Membership Application form.

2.2 The Plot Rental Coordinator must refer all completed Associate Membership Applications to the Board for approval.

2.3 An Associate Member:

- (a) must actively garden and maintain a Member's garden plot and pathways,
- (b) will receive the Newsletter and may participate on committees or social activities,
- (c) has access to the Garden for these purposes, and
- (d) must abide by the Constitution and comply with these Bylaws, the Code of Conduct and these Standing Rules.

2.4 It is the responsibility of the Member to inform the Board of an intended absence and necessity for an Associate member.

2.5 In the event that a Member cannot find an Associate, and with 2 weeks prior notice to the intended absence date, the Board may appoint an Associate from the first person on the General Wait List. If the first person declines, the second person will be asked and if declined no further action will be taken by the Board.

2.6 If no Associate can be found by either the Member or by the Board the plot must be forfeited.

3. Honorary Membership

3.1 Any two (2) Members may make a written request to the Board to grant an Honorary Membership to a Member in recognition of that Member's extraordinary service or contribution to the Society. The written request must contain a detailed description and the period of time during which the extraordinary service or contribution was made.

3.2 An Honorary Member:

- (a) may retain their garden plot, and is exempted from paying the annual plot rental fee,
- (b) is a resident of Surrey or White Rock,
- (c) be entitled to vote at General Meetings,
- (d) is entitled to hold a position on the Board, and
- (e) must abide by the Constitution and comply with these Bylaws, the Code of Conduct and the Standing Rules.

4. Garden plot relocation for members sharing a Garden plot

- 4.1 A Member, who is sharing a garden plot with another Member who resides in a separate household, who wishes to obtain their own garden plot, may do so by completing a Members Plot Relocation Form.
- 4.2 Upon receipt of a completed Plot Relocation Form, the Plot Rental Coordinator will enter the Member's name on the Members Relocation Wait List according to the date the Form is received.
- 4.3 When a garden plot becomes available, the Plot Rental Coordinator must offer that garden plot to the Member whose name is at the top of the Members Relocation Wait List before it is offered to the applicant whose name is at the top of the Membership Application Wait List.
- 4.4 New members may not apply to be on the Members Wait List until the following growing season and following plot allocations for that season.
- 4.5 Two members, each with their own plot, may wish to share one of the two plots and may do so by completing a Members Plot Relocation Form. The vacated plot will be made available to the next on the Relocation or Membership Application wait lists.

5. Garden plot exchange for members

- 5.1 A Member who wishes to exchange their garden plot for another garden plot may do so when a garden plot comes available, before it is offered to an applicant whose name is at the top of the Membership Application Wait List.
- 5.2 A Member who wishes to exchange their garden plot for another garden plot must complete a Members Plot Exchange Form and indicate whether the Member wants a large or small garden plot. Upon receipt of the completed Members Plot Exchange Form, the Plot Rental Coordinator will enter the Member's name on the Members Relocation Wait List according to the date received.
- 5.3 A Member who wishes to retire their garden plot may also choose to continue some gardening activity at one of the Elevated Garden Beds.
- 5.4 When a garden plot becomes available, the Plot Rental Coordinator will offer that garden plot to the Member whose name is at the top of the Members Relocation Wait List before it is offered to the applicant whose name is at the top of the ~~General~~ Membership Application Wait List.
- 5.5 A Member who does not accept the first available garden plot must give the Plot Rental Coordinator written reasons for refusing that garden plot and may remain at the top of the Members Relocation Wait List until a preferred garden plot comes available.
- 5.6 It is recognized that physical, emotional, financial or other hardships may deter a member from gardening duties and responsibilities. Accommodating measures may be taken to alleviate any hardship upon request in writing and approval by the Board.

5.7 New members may not apply to be on the Members Relocation Wait List until the following growing season and following plot allocations.

6. Operation & maintenance of Garden plots

6.1 Garden plots are solely for the cultivation of vegetables, herbs, fruits and flowers.

6.2 All gardening activity must follow organic and sustainable gardening practices.

6.3 In the event of illness, emergency or extended vacation, a Member may assist another Member in the upkeep of a garden plot, but must notify the Board of such an arrangement.

6.4 Subject to the decision of the Board, on appeal by a Member, a Member who, for any reason, has not actively gardened and maintained their garden plot for one (1) gardening year (March 1 to December 31) must forfeit their garden plot.

6.5 Garden plots and/or pathways may not be subdivided, amalgamated or extended unless approved by the Board.

5.6 New or replacement fences must maintain a pathway wide enough for the passage of a wheelbarrow, or thirty (30) inches, whichever is greater.

6.7 Garden plot identification markers are to be in the southeast corner of each garden plot when practical and must always be visible from the pathway.

6.8 Members must keep the pathways on the north and west sides of their garden plot free of weeds, rubbish and debris at all times. Weeds are to be removed by hand.

6.9 Members must not encroach on pathways with installations such as hose reels, trellis or arbours. These must be kept within the boundaries of the plot.

6.10 Members must keep the fence line around his/her garden plot free of weeds and grass.

6.11 The use of plastic sheeting in gardens or to control weeds on pathways is not permitted.

6.12 Members must remove all garbage or debris from their garden plots and taken home for disposal.

6.13 A Member may erect a structure on their garden plot only after obtaining written approval from the Board. A structure erected on a garden plot without the written Board approval may be removed. The Board may revoke the membership of a Member who refuses to remove such a structure.

6.14 Only one (1) greenhouse or any other permanent covered structure may be erected on a garden plot and must:

- (a) be no more than six feet and six inches (6' 6") high at the highest point,
 - (b) occupy no more than 60 square feet,
 - (d) be sturdily constructed using sound materials and fittings, and
 - (c) be in the southwest corner of a garden plot.
- (d) Alternate structure locations may be considered if it creates no hazard, danger, encroachment or shading of adjacent plots and requested in writing and approved by the Board.

6.15 Trees, vines and shrubs must bear fruit, flowers or berries and may be located anywhere in the garden plot but must:

- (a) not shade or encroach on an adjacent plot or pathway in any way.
- (b) not be trellised or arbored greater than 6' 6" at the highest point.

6.16 Mechanical cultivators may be used provided such use does not interfere with pathways, adjacent plots, and water and drainage lines.

6.17 The use of non-organic herbicides (including roundup), insecticides, fungicides and rodenticide are not permitted anywhere in garden plots or on the Garden Site.

6.18 Chemically or pressure treated building materials of any type, are not be permitted anywhere in garden plots or on the Garden Site.

6.19 The use of paints and stains are not be permitted within garden plots or on the Garden Site, except on birdhouses which may be mounted on untreated, unstained and unpainted poles. Environmentally friendly low volatile organic compounds (v.o.c.) paints and stains may be used on structures such as sheds, furniture and beehives.

6.20 No Member, Associate Member or helper shall harm wildlife within the boundaries of the Garden Site. Any person who attempts to capture, trap, poison or harm wildlife commits an offence under the B.C. *Wildlife Act*.

6.21 No Member, Associate Member or helper shall leave the Garden Site while watering his or her garden plot. All watering must be attended.

6.22 A sprinkler may be used but only inside a garden plot.

6.23 No Member, Associate Member or helper shall sell or offer for sale produce from a garden plot, unless the Board authorizes such a sale as part of a fundraising activity. .

6.24 A Member exchanging garden plots or obtaining a re-allocated garden plot must remove all non-permitted materials from their garden plot before the Plot Rental Coordinator will assign their new garden plot.

6.25 When the Board revokes a Member's membership, the Maintenance Committee must remove all non-permitted materials remaining in the garden plot rented by that Member, before the garden plot is allocated to a new Member.

6.26 A Member who resigns their membership must remove all non-permitted materials from his/her garden plot.

7. Inspections of Garden plots

7.1 The Board or a committee established by the Board must inspect all garden plots and the surrounding pathways, on or immediately following May 1, August 1, and November 1, or at any other time deemed necessary by the Board.

7.2 The Board must give a Member whose garden plot or pathways are not maintained in accordance with the Bylaws or these Standing Rules, fourteen (14) days notice in writing to correct the situation. The garden plots and pathways will be inspected again after fourteen (14) calendar days and, if found not to be maintained in accordance with the Bylaws or these Standing Rules, the Board may take further action, including forfeiture of the garden plot.

7.3 All garden plots shall be cleared and in a tidy condition by November 1 of each year, except for actively growing winter crops or perennials.

8. Fees

8.1 The Treasurer may recommend to the Board, changes to the fees payable under the Bylaws.

8.2 The Board must approve any changes to the fees payable under the Bylaws, and post the approved fees on the Society's website prior to February 1 of current year.

8.3 Prior to Board approval, an agenda notice will be given to the membership and an invitation to attend the Board Meeting.

8.4 The fees payable under the Bylaws are as follows:

Description	Payable	Amount
Membership (one-time)	Upon acceptance	\$ 15.00
Gate key (one-time)	Upon acceptance	\$ 5.00
Annual rental small plot	February 28	\$ 35.00
Annual rental large plot	February 28	\$ 70.00
Associate membership	Upon approval	\$ 15.00
Annual volunteer contribution	February 28	\$ 40.00

Volunteer Contributions

8.5 All members are responsible for an annual volunteer contribution

8.6 Contributions will be made in the form of a monetary deposit at the time of plot rental.

8.7 Upon completion of volunteer work the annual volunteer contribution deposit paid may be used to cover the cost of annual volunteer contribution fees for the following year or refunded by cheque.

8.8 Volunteer work performed will be a sum of no less than ten (10) volunteer points per plot, per year. Volunteer Work Points will be determined and posted at the beginning of each gardening season.

8.9 A member that chooses not to participate in volunteer activities will continue to pay the annual volunteer contribution fee and will not be eligible for a refund. The money will form part of the Society's general revenue.

9. General Garden site management

Dunsmuir Community Garden is the property of the City of Surrey within the Blackie Spit Park and is leased to the Dunsmuir Garden Group Society for five-year increments. As such, all City regulations and policies pertaining to Park operations must be respected within the Garden site.

9.1 A gate key will be issued to each member in good standing. Keys are to be safe guarded and any loss immediately reported to the Plot Rental Coordinator or the Board. The road entrance gate is to be kept locked at all times. If a key is worn, broken or no longer works please inform the Plot Coordinator or the Board to obtain a new one.

9.2 Speed limit is fifteen (15) kph on the entrance road and slow to walking speed within the Garden Site.

9.3 The Garden is to be vacated between sunset and sunrise.

9.4 All vehicles shall be parked in the assigned parking lots except for brief periods for unloading at garden plot sites.

9.5 Compostable material must be deposited either in a composting area within a Member's garden plot or in the common composting area in accordance with the composting program.

9.6 City water restrictions will be posted during applicable periods, and must be strictly adhered to. City water service is shut off from mid-October to mid-March.

9.7 Unauthorized removal of produce or interference with another Member's garden plot is not permitted.

9.8 Dogs must be kept on leash at all times while they are on the Garden Site, and dog waste must be picked up and removed from the Garden Site.

9.9 Members must carry out the maintenance of the Garden Site and the operation of the Society in accordance with all applicable federal, provincial and municipal laws, regulations, bylaws, and policies.

9.10 Tools may be stored in the small tool shed however any placed there will be available for use by all garden members. Common gate key will allow access, keep door locked at all times.

9.11 Large storage shed is primarily used for the Outreach Program, maintenance and equipment storage. Only authorized members are permitted access.

9.12 Wheel barrows are to be store upright against the west side of the shed. Keeping barrows at ones garden is not permitted.

9.13 All Garden assets, infrastructure and grounds development are the responsibility of the Society. All members are encouraged to ensure safe and respectful operations of all Garden facilities. Please report any deficiencies, problems or errors.

9.14 There is no garbage or recycling services available within the Dunsmuir Garden site. All garbage and recyclable materials of any kind are to be removed at disposed of at home through the City waste and recycling system.

9.15 Construction wood waste and fence wiring may be placed in Bin 1 and will be removed annually or at the discretion of the Board. It is encouraged to dispose as much as possible at home.

9.15 Society membership is insured under a Commercial General Liability Policy through the B.C. Council of Community Gardens.

END

Craig Regan

President

Susan Lane

Secretary

February 6, 2020.

Dated.

DUNSMUIR GARDEN GROUP

5. COMMITTEES AND PROGRAMS

The following Committees and Programs are in place to serve, enhance and support the daily general operating requirements of the Dunsmuir Garden Group (DGG). These committees and programs are operated by the general membership under the direction of the Board of Directors and may be revised as appropriate and by a majority vote of the Board.

1. Volunteer Contributions Program

- The purpose is to provide Garden members an opportunity to be included in the operations, maintenance and development of Dunsmuir Community Gardens,
- to foster community engagement, social interaction and cooperative spirit,
- to equitably share the workload of the Garden operations, and
- to build contingencies to fund contracted services when required.

1.1 Volunteer Contributions Committee

- The Board may establish a Volunteer Contributions Committee to keep track of Volunteer Contributions and hours of volunteer work completed. The Members of the Volunteer Contributions Committee must appoint a Member to be the Coordinator of the Committee if no Member volunteers to be the Coordinator. The Coordinator must report to the Board.

2. Bee and Apiary Program

- The purpose of keeping bees in the Garden is for pollination, education and the general exchange of apicultural information to the members of the Society.
- The program will ensure and promote the handling and care of the bees and their proceeds, and operate in accordance with the Bee Act of British Columbia.
- Bee hives shall be located on the Dunsmuir garden site as approved by the Board of Directors and the City of Surrey; to a maximum of ten (10) hives.
- Bee hives on the Dunsmuir Garden site shall be owned by the Dunsmuir Garden Group. Personal hives are not allowed.
- Bees, equipment and all honey related products may be sold and all profits derived from the production of the hives shall be returned to the Society.

2.1 Bee Committee

- The Board may establish a Bee Committee for the purpose of keeping bees on the Garden Site for pollination of crops and to educate Members and the larger community about the importance of bees to food security in the Surrey and White Rock area. The

Bee Committee will handle and care for the bees and their products, and operate in accordance with the *Animal Health Act* of British Columbia.

- The Members of the Bee Committee must appoint a Member to be the Coordinator of the Committee if no Member volunteers to be the Coordinator. The Coordinator must be a certified beekeeper and a Member, and must report to the Board of Directors.
- Members of the Bee Committee are responsible for the care and management of the hives under the direction of the Bee Coordinator. Members, Honorary Members and Associate Members who wish to work with the bees are encouraged to become certified beekeepers. Members, Honorary Members and Associate Members who are not certified beekeepers may work with the bees under the direction of the Bee Coordinator.
- The Bee Committee must maintain the hives throughout the year according to a maintenance schedule approved by the Bee Coordinator, and record the Committee's work in a log book that may be viewed upon request as directed by the Board.
- The Bee Committee must prepare an annual budget for the Committee for approval by the Board. The Committee must also keep a record of the expenses it incurs each year in carrying out its duties, and a record of the revenues it receives from the sale of products from the hives. The Bee Coordinator must submit to the Treasurer receipts for expenditures made by the Committee in accordance with the budget and with the approval of the Coordinator, and cash or cheques received from the sale of products from the hives.
- The Board must, upon the request of the City of Surrey, provide a copy of the report of the Bee Committee to the City.
- On the recommendation of the Bee Coordinator, the Board may approve the removal of the beehives to a safe and protected location off the Garden Site in the fall for over-wintering and the return of the beehives to the Garden Site in the spring.
- In the event that no Member who is a certified beekeeper is willing or able to carry on the keeping of the beehives, the hives and other bee equipment may be sold, as directed by the Board, and all revenues received from such sale belong to the Society.
- The Coordinator must work within and expend monies in accordance with the annual budget allocation.
- The Coordinator must report exceptional maintenance or equipment requirements that are beyond annual budget allocation or ability of the Bee committee, to the Board for direction and or approval.

2.2 Bee Yard Clean-up Committee

- The Board may establish a Bee Yard Clean-up Committee to manage the regular maintenance of the bee yard.
- The Members of the Bee Yard Clean-up Committee must appoint a Member to be the Coordinator of the Committee if no Member volunteers to be the Coordinator. The Coordinator must report to the Board.
- The Coordinator is responsible for:

- (a) determining best practices to perform routine repairs, maintenance and clean-up of hive pad, storage structures and surrounding gardens,
 - (b) determining the best economies of scale to perform exceptional or long-term repairs,
 - (c) prioritizing critical and/or cost-effective tasks, and
 - (d) liaising with other Members, Coordinators or Directors as required.
- The Coordinator must work within and expend monies in accordance with the annual budget allocation.
 - The Coordinator must report exceptional requirements that are beyond annual budget allocation or ability of the Bee Yard clean-up committee, to the Board for direction and or approval.

2.3 Honey Harvest Committee

- The Board may establish a Honey Harvest Committee to manage the harvesting of honey and the bottling of honey for sale.
- The Members of the Honey Harvest Committee must appoint a Member to be the Coordinator of the Committee if no Member volunteers to be the Coordinator. The Coordinator must report to the Board.
- The Coordinator is responsible for:
 - (a) determining best practices to maintain honey extraction; equipment and purchase jars, labels, wrapping and other supplies necessary for harvesting and selling honey,
 - (b) setting a date for honey harvesting in consultation with the Bee Coordinator and organizing a lunch for volunteer beekeepers and honey helpers, and
 - (c) liaising with other Members, Coordinators or Directors as required.
- The Coordinator must work within and expend monies in accordance with the annual budget allocation.
- The Coordinator must report exceptional requirements that are beyond annual budget allocation or ability of the Honey Harvest committee, to the Board for direction and or approval.

3. Outreach Program

- The purpose is to provide the opportunity for gardeners to donate produce to the Surrey food bank, Sources woman's place and/or other organization approved by the Board.
- Members are encouraged to grow additional produce for the purpose of donating.
- Members are also encouraged to maximize use of ripening produce by ensuring that crops are picked and donated while on vacation or away from gardening temporarily.

3.1 Outreach Committee

- The Board may establish an Outreach Committee to provide the opportunity for Members, Associate Members and Honorary Members to donate produce to the Surrey Food Bank and Sources Women's Place.

- The Members of the Outreach Committee must appoint a Member to be the Coordinator of the Committee if no Member volunteers to be the Coordinator. The Coordinator must report to the Board.
- The Coordinator is responsible for:
 - managing the activities of the Committee,
 - determining the best practices to collect, weigh and record produce contributions;
 - ensuring the Committee has adequate supplies, equipment and resources to carry out its activities,
 - developing and maintaining pick-up and delivery schedules,
 - liaising with personnel at Surrey Food Bank and Sources, and
 - liaising with other Members, Coordinators or Directors as required.
- The Coordinator must work within and expend monies in accordance with the annual budget allocation.
- The Coordinator must report exceptional requirements that are beyond annual budget allocation or ability of the Outreach committee, to the Board for direction and or approval.

4. Helping Hands Program

- Is to provide the opportunity for members to assist other members in the maintenance of their gardens.
- Assistance will be offered during one (1) single growing season except under circumstances approved by the Board.
- Assistance will be provided in the event of personal or family emergency, illness, accidents or other prolonged incident preventing a member from gardening.

4.1 Helping Hands Committee

- The Board may establish a Helping Hands Committee to facilitate Members who wish to assist other Members in the maintenance of their garden plots and pathways in the event of an emergency.
- The Members of the Helping Hands Committee must appoint a Member to be the Coordinator of the Committee if no Member volunteers to be the Coordinator. The Coordinator must report to the Board.
- The Coordinator is responsible for:
 - managing the Helping Hands Committee activities, and
 - liaising with other Members, Coordinators or Directors as required.

5. Compost and Waste Management Program

- Is to provide an educational, effective and practical method for the composting of green waste and the sustainable reduction, reusing or recycling of non-green waste.
- Encourage effective separation of compostable, recyclable and waste materials.
- Encourage use of compost produced by the composting program

- Encourage sustainable waste management by reducing non-compostable or non-recyclable materials handled by Dunsmuir Garden.

5.1 Compost and Waste Management Committee

- The Board may establish a Compost and Waste Management Committee to manage all aspects of compost and waste management, and to provide an educational, effective and practical method for the composting of green waste and the sustainable reduction, reusing or recycling of non-green waste.
- The Members of the Compost and Waste Management Committee must appoint a Member to be the Coordinator of the Committee (Compost Coordinator) if no Member volunteers to be the Coordinator. The Coordinator must report to the Board.
- The Compost Coordinator is responsible for:
 - developing a robust and sustainable process that provides a closed loop organic composting system;
 - developing a process to reduce, reuse or recycle waste materials generated by the Society;
 - liaising with vendors, organizations or community resources to determine best practices;
 - prioritizing critical and cost-effective tasks; and
 - liaising with other Members, Coordinators or Directors as required.
- The Coordinator must work within and expend monies in accordance with the annual budget allocation.
- The Coordinator must report exceptional requirements that are beyond annual budget allocation or ability of the Compost and Waste management committee, to the Board for direction and or approval.

6 Plot Rental Program

- Is to provide a simple, practical and transparent method of allocating garden plots to new or existing members.
- Ensures that Membership Application Wait List and Member Relocation Wait Lists, applications, plot requests and other related information are expeditiously processed and presented at the Board of Directors meetings.
- Ensures speedy transition from former to current member(s).

6.1 Plot Rental Committee

- The Board may establish a Plot Rental Committee to manage the process of allocation and relocation/ exchange of garden plots, and the maintenance of the Membership Application Wait List and the Members Relocation Wait List.
- The Members of the Plot Rental Committee must appoint a Member to be the Coordinator of the Committee if no Member volunteers to be the Coordinator. The Coordinator must report to the Board.

- The Coordinator is responsible for:
 - creating and maintaining an up to date the Membership Application Wait List where the name of an applicant for membership is entered in chronological order according to the date a Membership Application Form is received by the Coordinator,
 - creating and maintaining an up to date the Members Relocation Wait List where the name of a Member requesting to exchange their garden plot is entered in chronological order according to the date a Members Plot Exchange Form is received by the Coordinator,
 - making necessary garden plot adjustments resulting from members applications or requests and upon directions or approval from the Board,
 - following the procedures for Garden Plot Allocation for applicants and Plot Exchange or Plot Relocation for Members outlined in these Standing Rules,
 - monitoring the Membership Application Wait List and, on April 1st each year and any time thereafter, make the Membership Application Form available when the number of names on the Membership Application Wait List falls below 80;
 - Cutting new gate keys and maintaining a stock of keys for new members or replacement, and
 - liaising with other Members, Coordinators and Directors as required.
- The Coordinator must work within and expend monies in accordance with the annual budget allocation.
- The Coordinator must report exceptional requirements that are beyond annual budget allocation or ability of the Plot Rental committee, to the Board for direction and or approval.

7. Maintenance Program

- Is to provide effective, practical, cost effective and safe general maintenance of Dunsmuir Garden Group equipment, infrastructure and site.
- Includes all common property such as roadway, irrigation and drainage, tools and equipment, sheds and Garden structure but does not include maintenance within garden plots.

7.1 Maintenance Committee

- The Board may establish a Maintenance Committee to manage the physical maintenance and operations of the Garden Site.
- The Members of the Maintenance Committee must appoint a Member to be the Coordinator of the Committee if no Member volunteers to be the Coordinator. The Coordinator must report to the Board.
- The Coordinator must use best practices to perform routine repairs, determine the best economies of scale to perform exceptional or long-term work, and must prioritize critical or cost effective tasks.
- The Coordinator must work collaboratively with other Members, Coordinators and Directors in carrying out his/her responsibilities.

- The Coordinator must work within and expend monies in accordance with the annual budget allocation.
- The Coordinator must report exceptional maintenance requirements that are beyond annual budget allocation or ability of the maintenance committee to the Board for direction and or approval.

8. Communications Program

- Is to provide methods of disseminating information throughout the Dunsmuir membership community.
- This includes website, Facebook, newsletters, emails, flyers and posters.

8.1 Communications Committee

- The Board may establish a Newsletter & Communications Committee to manage communication services for the Society and its Members, Associate Members and Honorary Members.
- The Members of the Newsletter & Communications Committee must appoint a Member to be the Coordinator of the Committee if no Member volunteers to be the Coordinator. The Coordinator must report to the Board.
- The Coordinator is responsible for:
 - ensuring that no fewer than two (2) newsletters per year are published,
 - ensuring that the Society's web site is current, informative and relevant,
 - maintaining the current email address, or civic addresses of the Members, Associate Members, and Honorary Members;
 - liaising with other Members, Coordinators or Directors as required.
- The Coordinator must work within and expend monies in accordance with the annual budget allocation.
- The Coordinator must report exceptional requirements that are beyond annual budget allocation or ability of the committee, to the Board for direction and or approval.

9. Social Program

- Is to provide opportunities for members to participate in social events.
- Events such as pot-lucks, picnics, special guest speakers or educational presentations.

9.1 Social Committee

- The Board may establish a Spring Clean-up & Summer Picnic Committee to organize and manage the spring clean-up lunch, the Summer Picnic and other events as determined.
- The Members of the Spring Clean-up & Summer Picnic Committee must appoint a Member to be the Coordinator of the Committee if no Member volunteers to be the Coordinator. The Coordinator must report to the Board.
- The Coordinator is responsible for:

- ensuring adequate supplies, equipment, seating and cooking requirements,
- coordinating events, fundraising or other activities as determined by the board,
- prioritizing critical or cost-effective tasks, and
- liaising with other Members, Coordinators or Directors as required.

10. Fundraising Program

- Is to provide opportunities of all kinds to increase cash flow to Dunsmuir Garden Group
- Moneys derived from fundraising are for the purpose of improving facilities, infrastructure, services, grounds and other expenditures as approved by the Board.
- To include events, sales, donations, grants and gifts.

10.1 Fundraising Committee

- The Board may establish a Fundraising Committee to manage and promote all forms of revenue income generation, donations and grants, except for the membership dues, volunteer contributions and plot rental fees.
- The Members of the Fundraising Committee must appoint a Member to be the Coordinator of the Committee if no Member volunteers to be the Coordinator. The Coordinator must report to the Board.
- The Coordinator is responsible for:
 - soliciting donations of materials, expertise, time or monies for the purpose of advancing the purposes and activities of the Society,
 - liaising or collaborating with funding organizations for the purpose of applying for operating, capital or special project grants,
 - writing grants and proposals for operating, capital or special projects, and grants; and
 - liaising with other Members, Coordinators or Directors as required.
- The Coordinator must work within and expend monies in accordance with the annual budget allocation.
- The Coordinator must report exceptional requirements that are beyond annual budget allocation or ability of the Fundraising committee, to the Board for direction and or approval.

11. Garden Beautification Program

- Is to provide creative maintenance and upgrade of planted areas in common grounds.
- Includes front entrance (Mona's Garden), Gazebo Garden, Willow Tree Garden, Tool Shed garden, and any other area to be developed.

11.1 Garden Beautification Committee

- The Board may establish a Garden Beautification Committee to manage the common gardens including the front entrance garden, the pollination garden, willow tree garden, shed garden, but not the lawns on the Garden Site.
- The Members of the Garden Beautification Committee must appoint a Member to be the Coordinator of the Committee if no Member volunteers to be the Coordinator. The Coordinator must report to the Board.
- The Coordinator is responsible for:

- determining best practices to maintain attractive, flourishing and well-kept spaces,
- performing routine repairs, weeding, planting, maintenance and clean up, and
- liaising with other Members, Coordinators or Directors as required.
- The Coordinator must work within and expend monies in accordance with the annual budget allocation.
- The Coordinator must report exceptional requirements that are beyond annual budget allocation or ability of the Beautification committee, to the Board for direction and or approval.

12. Safety Program

- Is to provide and maintain an inventory of supplies for a primary accident or injury response.
- Provide educational and informational material for primary care and attendance by Emergency personnel.

12.1 Safety Committee

- The Board may establish a Safety Committee to organize and manage the education, information, supplies and related materials for a primary safety in the event of accident, injury, illness or other affliction affected a member while at the Garden.
- The Members of the Safety Committee must appoint a Member to be the Coordinator of the Committee if no Member volunteers to be the Coordinator. The Coordinator must report to the Board.
- The Coordinator is responsible for:
 - ensuring adequate supplies, equipment, and materials for first aid care,
 - provide education, information or public health concerns, as related to the Garden or as directed by the Board,
 - prioritizing critical or cost-effective tasks or initiatives, and
 - liaising with other Members, Coordinators or Directors as required.
- The Coordinator must work within and expend monies in accordance with the annual budget allocation.
- The Coordinator must report exceptional requirements that are beyond annual budget allocation or ability of the committee to the Board for direction and or approval.

END

Craig Regan

President

Susan Lane

Secretary

February 6, 2020.

Dated.

6. APPENDIXES

.1 Application for Plot Exchange

.2 Application for Plot Relocation

DUNSMUIR GARDEN GROUP

12345 Sullivan Street

PO Box 45056, Ocean Park Post Office, Surrey, B.C. V4A 9L1

Dunsmuircommunitygarden@gmail.com

APPLICATION FOR PLOT EXCHANGE FOR MEMBERS

A Member who wishes to exchange their garden plot for another garden plot may do so when a garden plot comes available, before it is offered to an applicant whose name is at the top of the General Wait List.

Member Name: _____

Current Plot: _____ Exchange for: Small Plot ___ Large Plot ___ Elevated bed _____

Email: _____

Phone: _____ cell: _____

I, the undersigned currently have a plot and wish to make application to exchange it with another, in accordance with Standing Rules Section 5.

If accepted, I agree to abide by the Constitution, By Laws and Standing Rules of the Dunsmuir Garden Group, and the By Laws of the City of Surrey, as they are now and as subsequently amended.

Signed _____ Dated _____

**APPLICATIONS ARE SUBJECT TO THE APPROVAL OF THE DUNSMUIR
GARDEN GROUP BOARD OF DIRECTORS**

For additional information email: Dunsmuircommunitygarden@gmail.com

DUNSMUIR GARDEN GROUP

12345 Sullivan Street

PO Box 45056, Ocean Park Post Office, Surrey, B.C. V4A 9L1

Dunsmuircommunitygarden@gmail.com

APPLICATION FOR PLOT RELOCATION

I, the undersigned am currently sharing a plot with another member and wish to make application to obtain my own garden plot, in accordance with Standing Rules Section 4.

If accepted, I agree to abide by the Constitution, By Laws and Standing Rules of the Dunsmuir Garden Group, and the By Laws of the City of Surrey, as they are now and as subsequently amended.

Member Name: _____ Current Plot Number: _____

Email: _____ Phone: _____ cell: _____

Signed _____ Dated _____

We, the undersigned currently have one plot each and wish to make application to share one garden plot, in accordance with Standing Rules Section 4.

If accepted, I agree to abide by the Constitution, By Laws and Standing Rules of the Dunsmuir Garden Group, and the By Laws of the City of Surrey, as they are now and as subsequently amended.

Members Names: _____

Current Plot Numbers: _____ Proposed shared plot _____

Email: _____ Phone: _____ cell: _____

Signed _____ Dated _____

**APPLICATIONS ARE SUBJECT TO THE APPROVAL OF THE DUNSMUIR
GARDEN GROUP BOARD OF DIRECTORS**

For additional information email: Dunsmuircommunitygarden@gmail.com