

CONSTITUTION OF THE ANTHILL VILLAGE COMMUNITY GARDEN CLUB

ARTICLE I. NAME AND PURPOSE

Section A. NAME

1. The official name for this organization is the Anthill Village Community Garden Club, abbreviated AVCG.
2. This organization will use the name or its acronym in all publicity materials and correspondence.

Section B. PURPOSE

1. The purpose of this organization is to oversee the use and management of the land assigned to the Anthill Village Community Garden by the University.
2. The goals of the Club are to maintain and enhance the value of the community garden for present and future members and to support the University's community service mission.

ARTICLE II. MEMBERSHIP

Section A. POLICIES AND REQUIREMENTS

1. Membership is offered as space (a defined garden plot) becomes available for assignment.
2. UCI students, both undergraduate and graduate, and UCI faculty and staff, as well as members of the community, are eligible to be members of the Club.
3. A minimum of fifty-one percent of the plots will be assigned to UCI members who are officer-eligible (current UCI students, faculty and/or staff) as primary members. UCI-affiliate officer eligibility is defined as persons who can be authorized signers for campus organizations, as determined by the Office of Student Life and Leadership.
4. All members are required to observe the Club rules as outlined in the Membership Agreement (Appendix 1). Consult the Guidelines on the Club's website for more detail on topics related to officers' duties; crew descriptions; green waste; organic gardening; and structures and storage.
<http://clubs.uci.edu/avcg/guidelines/>.
5. A member in good standing is one who
 - a) has submitted required member information document(s),
 - b) paid annual dues in full when due,
 - c) is in compliance with the Membership Agreement and other Guidelines.

6. Members are responsible for keeping the Club updated with their current street and email addresses and phone numbers.
7. Membership decisions will not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.

Section B. **RIGHTS**

1. All members are eligible to attend meetings and events of this organization. At least one general meeting of the membership will be called and publicly announced per membership year.
2. One member assigned to each plot, the primary member, is eligible to vote in elections and vote to make changes to the Constitution and Bylaws, and is responsible for paying annual dues. The primary member is typically the person who first requested to join the Club.
3. Any Club member in good standing may be a Member-at-Large and serve on the Steering Committee. (See Article V. Section B. for definitions of Steering Committee and Member-at-Large.)

Section C. **REVOCATION OF MEMBERSHIP**

1. Members may have their Club membership revoked for failure to adhere to the requirements for membership as stated above.
2. Members receiving three non-compliance e-mail notices in one membership year may be considered no longer in good standing and are subject to revocation and/or nonrenewal of Club membership.
3. A simple majority vote of the officers shall be sufficient to revoke membership.
4. Members to be voted upon in this regard will be notified of the intention to do so in writing, including email, at least one week prior to the time the vote will be taken.

ARTICLE III. OFFICERS

Section A. **REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE AND BEING A SIGNER**

1. Any Club member in good standing may run for, and, if elected, serve as one of the four officers.
2. Three officers must be current UC Irvine faculty, staff or students (regularly enrolled, not UCI Extension). These three officers also are responsible and liable for making commitments for the Club and signing checks on the Club's bank account.
3. All officers are voting members of AVCG.

Section B. **ELECTION OF OFFICERS**

1. Club members will elect four officers annually..

Section C. **OFFICER DUTIES**

1. The officers shall share and/or rotate these responsibilities:
 - a) Assign garden plots in chronological order from the waiting list, if there is one, giving priority to current UCI students to maintain at least ten percent of all garden plot assignments to current UCI students and to ensure that fifty-one percent of all plot assignments are to members who are UCI-affiliates.
 - b) Ensure garden plots are maintained in accordance with the Membership Agreement (Appendix I).
 - c) Maintain a waiting list for joining the Club, if needed.
 - d) Collect and record dues payments.
 - e) Maintain the list of current members.
 - f) Conduct meetings, as needed, and record minutes.
 - g) Conduct annual elections and notify Club members of the results.
 - h) Maintain accurate records of income and expenditures.
 - i) By a majority vote of the elected officers, revoke membership status of any Club member who fails to abide by the terms of the Membership Agreement.
 - j) Manage the budget, accounts and finances.

ARTICLE IV. NOMINATIONS AND ELECTIONS

Section A. **ANNUAL ELECTIONS**

1. The election for Club officers is held each year concurrent with the membership cycle of plot renewal and collection of dues.

Section B. **REMOVAL FROM OFFICE**

1. Officers may be removed from office by a recall election to be held as a special election.
2. Any officer may resign by submitting a letter to the Club President. The Club President may resign by submitting a letter to the Club Vice-President.

ARTICLE V. EXECUTIVE BOARD, COMMITTEES AND MEMBERS-AT-LARGE

Section A. **MEMBERSHIP OF THE EXECUTIVE BOARD**

1. The elected officers shall constitute the Executive Board.

Section B. **MEMBERSHIP OF THE STEERING COMMITTEE**

1. The Steering Committee consists of the Executive Board and Members-at-Large.
2. The officers may accept volunteers and/or solicit the assistance of Club members to serve on the Steering Committee in an advisory capacity as Members-at-Large to ensure efficient management of the Club and the garden.
3. Any Club member in good standing may be a Member-at-Large and serve on the Steering Committee.
4. A Member-at-Large may be removed from the Steering Committee by a majority vote of the Executive Board.

Section C. **OTHER COMMITTEES**

1. Other committees or subcommittees may be appointed by the officers.

Section D. **RESPONSIBILITIES OF THE STEERING COMMITTEE AND OTHER COMMITTEES**

1. The AVCG officers may delegate responsibility for administrative tasks and garden maintenance to the Steering Committee or one of its members, which is made up of the officers and Members-at-Large.
2. All members of the Steering Committee may vote on decisions of the Steering Committee.

ARTICLE VI. MEETINGS, SPECIAL MEETINGS, EVENTS

Section A. **MEETINGS**

1. The Club will hold at least one annual meeting. All members will be invited.

Section B. **SPECIAL MEETINGS AND EVENTS**

1. Officers may schedule special meetings or sponsor events.

ARTICLE VII. AFFILIATIONS

Section A. **CLUB REGISTRATION**

1. This organization is a registered campus organization at the University of California, Irvine, but is not part of the University itself.
2. In all correspondence and business transactions, AVCG may refer to itself as an organization at UC Irvine, but not as a part of UC Irvine itself.
3. AVCG accepts full financial responsibility for all activities it sponsors.
4. AVCG agrees to abide by all pertinent UC Irvine policies and regulations. Where UC Irvine policies and regulations and those of AVCG differ, the policies and regulations of UC Irvine take precedence.

5. AVCG recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization.

ARTICLE VIII. FINANCIAL MATTERS

Section A. ANNUAL MEMBERSHIP DUES

1. Dues are collected for the general maintenance of the garden and equipment, the cost of water, to cover administrative costs such as printing and postage, and to set aside for emergency purposes or to replace depreciating items such as the perimeter fence and/or garden shed.
2. Dues are not refundable.

Section B. UNIVERSITY POLICIES

1. Registered campus organizations must follow the University of California Policies Applying to Campus Activities, Organizations, and Students in all financial matters and accept full responsibility for all activities that bear the organization's name as official sponsor.
2. The University shall have the right to audit the financial records of the organization.

ARTICLE IX. BYLAWS, AMENDMENTS AND THE MEMBERSHIP AGREEMENT

Section A. COMPLIANCE

1. The Constitution, Bylaws, amendments, and the Membership Agreement shall be in consonance with University regulations and policies and shall be filed with the University through the Office of Student Life and Leadership within two weeks of adoption by the Club membership.

Section B. AMENDMENTS TO THE CONSTITUTION AND /OR BYLAWS

1. University policies and State and federal laws take precedence over the AVCG Constitution, any and all Bylaws, and the Membership Agreement.
2. This Constitution takes precedence over any and all Bylaws, and the Membership Agreement.
3. Upon receipt of a proposal for amending the Constitution and /or Bylaws, a special election will be held.
4. The proposed changes will be sent to the Club membership.
5. The Constitution will be amended if a majority of the AVCG voting eligible members in good standing cast ballots and two-thirds of the voters vote in favor of the amendment(s).
6. The Bylaws will be amended by a simple majority of votes from AVCG voting eligible members in good standing. Participation in the vote must equal or exceed 20% of eligible voters.

Section C. **MEMBERSHIP AGREEMENT**

1. The Membership Agreement (Appendix I) describes Club regulations and members' responsibilities in the community garden.
2. The Membership Agreement can be changed at any time by a majority vote of the Executive Board.
3. Changes to the Membership Agreement are effected as members sign the Agreement, not retroactively. New members sign the Agreement throughout the year as part of the plot assignment process. Renewing members sign the Agreement as part of the renewal process.

ARTICLE X. RATIFICATION

Section A. This Constitution will take effect when it is approved by a majority of votes cast by eligible voters.

Section B. Concurrent with ratification of the Constitution, Bylaws I - VII will be adopted.

Date approved by AVCG voters: 2/19/2019

Signature of presiding officer: _____

Reviewed by the Office of Student Life and Leadership: _____

Date: _____

**BYLAWS TO THE
CONSTITUTION OF THE
ANTHILL VILLAGE COMMUNITY GARDEN CLUB**

Bylaw I. ELECTIONS AND VOTING

Section A. VOTING POLICY

1. Voting policy is described in this chart:

| Club Members | may vote for AVCG officers | may initiate change to AVCG Constitution &/or Bylaws | may vote on changes to the AVCG Constitution | may vote on changes to the AVCG Bylaws | may vote on a change to AVCG membership dues amount |
|-----------------------------|-----------------------------------|---|---|---|--|
| Plot Primary Members | Yes | Yes | Yes | Yes | Yes |
| Non-Primary Members | No | Yes | No | No | No |

Section B. ANNUAL ELECTION OF OFFICERS

1. No later than January 6 of each year all members in good standing shall be sent a notice soliciting nominations for elected positions. The club needs four officers, three of whom must be UCI-affiliates (current students, faculty or staff). Nominations can be submitted by any member in good standing, including nominating oneself. Nominations are due by January 15.
2. No later than February 1, membership renewal documents and a list of those running for office will be sent to the voting eligible member of each plot.
3. Officers are elected by a simple majority of ballots received by February 22. If there is more than one candidate for office and no candidate receives a majority of votes, there will be a run-off election between the top vote recipients.
4. Club members are notified of the results of the election on or before March 1 via the Club email listserv.
5. New officers assume their duties on March 1 of the election year.

Section C. SPECIAL ELECTIONS

1. Changes to the Constitution and /or Bylaws.

- a) Proposals to add, delete or modify the Constitution and /or Bylaws can be submitted at any time through the year or included as part of the annual membership renewal process.
 - b) One or more Club members shall submit a draft proposal to the Steering Committee. Within four weeks, the Steering Committee will determine whether action should be taken.
 - c) After review and approval by the Steering Committee, the proposal will be sent to all Club members requesting their comments within two weeks.
 - d) A special election will be held within four weeks or the process can be included in the annual membership renewal process if that is scheduled within ten weeks. The proposed changes and a summary of comments received will be sent to the Club membership two weeks in advance of the vote.
2. Vacancy in office or recall petition of elected officer.
- a) A recall petition of an officer requires one-fourth of the voting-eligible members in good standing to sign a petition calling for the recall. Removal from office requires a majority of votes of the eligible voters.
 - b) In the event of a vacancy in an elected office, a special election may be held to fill the vacancy or, if annual elections are to be held within ten weeks, the remaining officers may determine if they will assume the additional responsibilities until the annual elections are held.
 - c) In the event that three of the four elected positions become vacant, the Club must hold a special election to fill the positions.
 - d) An officer may be removed from office by a recall election. An officer to be voted upon in this regard will be notified of the intention to do so in writing, including email, at least one week prior to the meeting at which the vote will be taken.

Bylaw II. SPECIAL MEETINGS AND EVENTS

- 1. Special meetings may be called by two of the three officers to solicit input from the membership or to communicate important information regarding Club operations.
- 2. Garden workdays may be scheduled throughout the year. All Club members have an obligation to participate in scheduled workdays and/or assigned tasks as detailed in the Membership Agreement. Failure to contribute to the overall upkeep of the garden as detailed in the Membership Agreement may result in non-renewal of Club membership.
- 3. Events or speakers may be scheduled to present topics of interest to the membership.
- 4. Notice of special meetings or sponsored events must be communicated to members in good standing at least 72 hours in advance of the meeting.
- 5. Other interested people or groups may be invited to special meetings or sponsored events.

Bylaw III. PURCHASES ON BEHALF OF THE CLUB

1. The approval of two officers is required to reimburse expenditures or withdraw money from the Club bank account. With such approval, an invoice, receipt or document explaining the expenditure is required for all financial transactions. This authority may not be delegated to non-officers.
2. Only UCI-affiliate officers can be signers on the Club bank account.

Bylaw IV. DUES AND MEMBERSHIP MATTERS

Section A. CHANGING MEMBERSHIP DUES AMOUNT

1. The Steering Committee will determine by majority vote if or when it is necessary to raise membership dues. Dues will not be assessed retroactively.

Section B. DUES NOTICES AND MEMBERSHIP RENEWAL

1. Annual membership dues are set at \$75.00 per plot for UCI faculty, UCI staff, UC alumni, UC retirees, and community members. Regular UCI students (not those enrolled through UCI Extension) are assessed the reduced rate of \$45.00 per membership year.
2. Garden plots assigned between March 1 and September 30 will be assessed the full annual dues amount. All plot assignments made between October 1 and January 31 will be assessed \$35.00, no matter the member's affiliation with UCI. Plots assigned between January 31 and February 28 will be assessed the dues in effect for the upcoming membership year and should be paid when the plot is assigned.
3. Primary members in good standing will be sent membership renewal documents, including dues notices, by February 1 each year.
4. Membership renewal documents and dues must be submitted by February 28.
5. Failure to file membership documents and pay dues by the February 28 deadline will be taken as evidence that membership in the Club and use of the garden plot has been surrendered.

Section C. ADDING ADDITIONAL GARDENERS TO A PLOT ASSIGNMENT

1. A primary member may add additional gardeners to one plot assignment. A maximum of six members may be assigned per plot.
2. New members need to read the Membership Agreement, then fill out and sign the Member Information sheet and Liability Waiver.
3. Secondary members must be Club members in good standing for two years before they can replace the primary member as the first assignee of the plot should the primary member drop out of the Club.

Section D. **COMMUNICATION TO CLUB MEMBERS**

1. Official communications from AVCG to Club members will be sent via electronic mail, both as e-mails to individuals and through the Club listserv for group notices. Members are responsible for reading and acting on, as applicable, all notices sent to them.

Bylaw V. WATER

1. Water in the garden is potable, not reclaimed.
2. Careful use of water is very important. Gardeners must be present when water is used and must turn off water at the spigot before leaving the garden.
3. Misuse of water may result in revocation of membership in the Club.

Bylaw VI. VANDALISM, THEFT, AND /OR DESTRUCTION OF PROPERTY

1. Actions such as theft of tools, equipment, produce, flowers, vandalism or destruction of property will result in revocation of membership in the Club.
2. In the case of a dispute over ownership of items, the Steering Committee will have final authority to settle the dispute.

Bylaw VII. SMOKING AND ALCOHOLIC BEVERAGES

1. Smoking is prohibited in the garden due to the devastating effects of tobacco mosaic virus on tomato plants.
2. University policy prohibits use of alcoholic beverages in the garden.

Revision approved by AVCG Steering Committee: __11/10/2021_____

Date approved by AVCG voters: __12/24/2021_____

Appendix 1

Membership Agreement -- March 1, 2022 through February 28, 2023

This Membership Agreement represents the Club's commitment to honor the expectations of our University sponsors for a safe, attractive, and well-maintained community garden and public space.

Please read carefully. You are responsible for abiding by these rules and AVCG Guidelines on our website.

1. Liability:

A. Gardeners hereby hold the University of California, Irvine and AVCG Club and its officers harmless for any and all liability which may be incurred as a result of the gardener's use of the premises.

B. For liability reasons, only members of the AVCG club are allowed to work in or water a garden plot. For each primary member and each co-gardener, including minors, new and renewing members have to provide current contact information on the ClubExpress website and agree to this Membership Agreement. Use ClubExpress to sign-off on the Membership Agreement and Liability Waiver as a condition of club membership. See the club website for instructions and forms.

C. Parents must supervise children at all times. Parents are expected to keep children out of other gardeners' plots, away from the shed and its tools, and off the wagons and wheelbarrows.

D. Garden plots must always be maintained in a safe condition, with the University having the right to rectify an unsafe situation immediately. Any violation of the safety rule may lead to a revocation of membership.

2. Plot Care and Maintenance: Club rules for plot care include but are not limited to the following:

A. Garden plots must be actively worked and harvested throughout the year, i.e., with continuously growing healthy plants and be kept free of weeds, dead, diseased or insect-infested plants. Fruits and vegetables should be harvested in a timely manner, as ripe items attract rodents.

B. Planting may occur only within designated plot boundaries. Plant growth, soil and other materials must not extend into the aisle or into neighboring plots. All materials used for gardening must be kept completely within the plot boundary, both horizontally and vertically. Gardeners must keep the aisle adjacent to their assigned plot weed-free for a distance of two feet from the edge of the plot. End-of-row plots by the perimeter fence need to keep the path weed-free from the plot edge to the perimeter fence. Path edges should be visible.

C. Primary members are expected to be the primary active gardener for the plot throughout the year. Members assigned to other plots should not work in other members' plots unless either 1) plot members are present or 2) the club has been notified of a member's need for short-term assistance due to a temporary hardship. Vacation watering and harvesting by current AVCG members does not require notification to the club. Obtaining help from a non-member requires adding the helper as a secondary garden member in ClubExpress. Gardeners may not trade plots or give their plot to others. If you decide to drop out of the club or cannot maintain your garden plot, please notify the officers by promptly sending an email to avcg@uci.edu. When relinquishing a plot, it must be cleared, cleaned and left neat and tidy, out of consideration for the next gardener.

D. Gardeners need to read and agree to comply with the "Guidelines for Structures and Storage" when designing and installing structures, including frames, enclosures, plot edging and raised beds. See the club website for this document: <https://avcg.org>, under Guidelines. No structure may obstruct vision through the plot, either vertically or horizontally. No structure may exceed six feet in height, including plants growing on the structure. Plot layout and designs, including both materials and plants, should be planned so as not to cast shade on adjacent plots.

E. Perimeter fences around entire plots are prohibited. AVCG, as a campus club, maintains a restriction on perimeter fences for garden plots. The only plot perimeter enclosures may include an edging fence of up to 10" high. A taller fence may be placed around individual raised beds as long as the fenced area does not exceed half of the total plot area.

F. Trees are permitted, but only in freely moveable pots placed on a slab of concrete or bricks, i.e., trees cannot be planted in the ground. Trees also cannot exceed six feet in height or cast shade on neighboring garden plots.

G. Gardeners will be asked to remove intrusive, invasive or unsafe plants. Invasive plants such as mint and grasses should be planted

in containers. Bougainvillea and ivy are not allowed to be planted in the garden. Tobacco and marijuana are prohibited per UC policy. Berries must be cut back regularly. For more information on invasive plants see <http://ipm.ucanr.edu/PMG/PESTNOTES/pn74139.html>.

H. AVCG encourages organic gardening. Fertilizers, insecticides, weed killers, etc., must be used in a manner that will not be detrimental to adjacent gardens or grounds. Follow directions for use and amounts recommended by the manufacturers. The herbicide Roundup is prohibited. No toxic substances should be used or stored in the garden.

3. Inspections and Crew Responsibilities: Plots and assigned crew duties are regularly monitored for compliance with club rules. Be ready for the monthly inspection by the 27th of each month. New members have 14 days from the date the plot is assigned to begin working the plot. If a plot is in violation of the club's regulations or guidelines, the club officers will inform the member(s) by email, including through a monthly notice that includes the plot and crew assignment inspection chart with yellow and red flags. Violations must be corrected within 14 days to the satisfaction of the officers. If not corrected within 14 days, the plot is given a red mark.

The primary plot member is responsible for one community assignment such as weeding and perimeter maintenance as a condition of membership per plot. That member's co-gardeners can assist at the discretion and direction of the primary plot member. Duties are described in detail on the club website, <https://avcg.org>, under Guidelines. Performance of crew responsibilities are monitored similarly to plot inspections. The officers may call an occasional workday for special projects.

4. Membership Revocation: Members receiving three red flags in one membership year may be considered no longer in good standing and are subject to revocation and/or non-renewal of club membership. Failure to perform plot maintenance and community assignments will result in the plot being assigned a yellow or red flag. Failure to correct structure and storage problems noted in scheduled inspections may disqualify members from renewing membership.

Actions such as, but not limited to, violations of this agreement, theft, vandalism, disrespect to other members, and destruction of property also can result in revocation of membership. No alcohol, drugs or tobacco are allowed within the Anthill Village Community Garden site. Gardeners should report these problems promptly at avcg@uci.edu. All related University policies and guidelines that apply to the community garden will be enforced at the Anthill Village Community Garden. For further details, please refer to <http://www.policies.uci.edu>.

5. Pest Control: Gophers should be trapped whenever possible, as they impact nearby plots as well. Traps are available in the shed. Please sign-out for the trap and return it when no longer need. Rodenticides and pest bait are prohibited. Ant bait stations are placed in strategic locations throughout the garden, including selected plots, in an effort to reduce ants. If a bait station is placed in your plot, do not move it and make sure it is accessible so bait can be refilled each month. It is every garden member's responsibility to contribute help with pest control.

6. Tools, Hoses, Water Usage: Shared tools are available for use by all club members and should be returned in a clean condition to the garden rack next to the shed. Please help keep the tools clean and tidy to minimize rust and wear. Tools have to be placed on and around the rack so that they may not accidentally become dislodged and injure a garden member.

Water Usage: Be water wise. Overwatering that causes excessive runoff is prohibited. Always turn off the water at the spigot and release water from the hose if a spray nozzle is used. When leaving the garden, make sure the water is turned off and the hose coiled on the rack. Use of automatic timers for watering is prohibited.

7. Waste Disposal: Green waste, i.e., only plant material, should be placed in the communal AVCG compost bin outside the garden next to the gravel parking lot. Never throw anything into the field surrounding our garden, including spoiled fruits or vegetables. Individual compost bins should be properly maintained to reduce rodents. We have no trash facility available for members. Members are responsible to remove all discarded garden-related materials, trash and any other items off site. Members can share materials such as seedlings by placing them on a "share" table near the parking lot gate. Any materials not claimed after one week have to be removed by the member sharing them.

8. Communications: All communication to garden club members is by email. Club members are responsible for reading and acting on, as required, all notices sent to them by AVCG. You are expected to inform the club of any change to your email or street address.

9. Pets: Dogs and other domestic animals are not allowed in the garden.

10. Parking: Parking is allowed only in the designated AVCG parking area, and the assigned placard must be displayed on the dashboard. The Palo Verde parking lot is for tenants of PV Housing only.