



Killingly Community Garden Bylaws

Vision Statement

We envision a community where all are provided education, means, and access to locally grown, healthy food.

Mission Statement

The mission of Killingly Community Garden is to lessen food insecurity in Killingly by giving our residents the education and resources they need to have greater access to healthier foods.

Goals

- Providing community garden space for local residents and their families
- Supporting our local food banks through dedicated garden plots
- Teaching classes in food preservation and cultivation
- Engaging our local citizens through volunteer opportunities
- Working with other local groups to provide education and assistance to the community

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Article I – Preamble

Section I – Name

The organization shall be known as the Killingly Community Garden for the Town of Killingly, CT. In this document, for brevity, it will also be known as KCG.

Section II – Location

The principal community garden location is 79 Westfield Avenue, Killingly, CT 06239. The business address for the community garden is 172 Main Street, Killingly, CT 06239.

Section III – Purpose

The purpose shall be to provide, on a voluntary basis, support for the local community interested in gardening. Support includes, but is not limited to:

- a) Provide a place where people in the community can learn to, and grow, their own food
- b) Provide locally grown food to local food pantries
- c) Provide youth and adult gardening education programs
- d) Increase food security and produce nutritious foods
- e) Provide public space for the community to enjoy and use for community social interaction

Section IV – Emblems

The following emblems have been adopted by the Killingly Community Garden and shall be the symbols of the Killingly Community Garden.



Article II – Officers / Executive Committee

Section I – Officers of the Killingly Community Garden

The Executive Officers of the Killingly Community Garden shall be Chair, Co-Chair, Secretary, Treasurer, and Alternate. The Executive Officers are the voting authority for official meetings. Votes are determined by a simple majority.

Section II – Chair’s Duties

The chair shall be the principal executive officer for the Killingly Community Garden, and shall in general, supervise and control all of the business and affairs of the Killingly Community Garden. He/She shall, when present, preside at all meetings of the KCG, and in general perform all the duties as may be prescribed by the Killingly Agriculture Commission. The Chair may, in his/her sole discretion, determine that other committees or task forces be established to assist in the orderly administration of the KCG. The Chair may establish the composition and tenure of said committee or task force, however, that no committee or task force shall exceed the term of office of the Chair. The succeeding Chair may reestablish the committee or task force for the balance of their term, or such position thereof, as the succeeding Chair deems meet and just.

Section III – Co-Chair’s Duties

The Co-Chair shall share the responsibilities of the Chair, and assist when possible. In the absence of the Chair or in the event of their death, inability or refusal to act, the Co-Chair shall perform the duties of the Chair and when so acting, shall have the powers and be subject to all the restrictions upon the Chair. The Co-Chair shall perform other duties as from time to time may be assigned to them by the Chair or the Killingly Agriculture Commission.

Section IV – Secretary’s Duties

The Secretary shall keep the minutes of all regular and special meetings; see that all notices are duly given in accordance with the provisions of these Bylaws or as required. The Secretary shall also be custodian of the KCG’s records and of the emblem of the KCG and keep register of contact information of members and in general perform all duties incident to the office of the Secretary and other duties as from time to time may be assigned to them by the Chair or by the Killingly Agriculture Commission. In addition, the Secretary shall oversee all aspects of the election of officers.

Section V – Treasurer’s Duties

The Treasurer shall coordinate and work with the Town of Killingly Finance Office regarding the Killingly Community Garden’s Budget. This includes accounting for all receipts/invoices of items purchased and a general ledger of all expenditures, income, donations or fundraising done by Killingly Community Garden. He/She shall, in cooperation with the Town of Killingly and the Killingly Agriculture Commission, report on operating budget for the year, and in general perform all duties incident to the office of the

Treasurer and other duties as from time to time may be assigned to them by the Chair or by the Killingly Agriculture Commission.

Section VI – Alternate’s Duties

The Alternate shall, in the absence of any Officer, assume the responsibilities of said office in accordance with the Bylaws, and other duties as from time to time may be assigned to them by the Chair or by the Killingly Agriculture Commission. In addition, the Alternate shall be the deciding vote in the case of a tie.

Section VII – Compensation

Officers shall receive no compensation for their services as Officers.

Article III – Membership

Section I – General Membership

To be eligible for membership to the KCG an applicant must be an active participant in the garden or have volunteered time for the KCG or made a charitable donation to KCG. Membership can be awarded at any of the regular monthly meetings.

Section II – Board of Directors

The Board of Directors shall consist of the Officers; Chair, Co-Chair, Secretary, Treasurer, Alternate, and those people in the community which the officers appoint to serve on the Board. Board members must be members of the KCG and be appointed by a simple majority of existing Executive Committee (Officers).

Article IV – Elections

Section I – Eligibility for Elective Office

To be eligible to be a candidate for elective office, the member must have attended three (3) of the prior year’s meetings. Candidates should be active Members of the KCG. Candidates may not hold another public office. Candidates are required to inform the sitting Secretary of their candidacy one month (30 days) prior to the election.

Section II – Nominations for Office

Nomination forms shall be available from the Secretary at the January meeting. Forms shall be completed by members and returned to the Secretary. In addition, nominations will be accepted from the floor at the February meeting. The Secretary shall determine if the nominated members meets the qualifications for office.

Section III – Election of Officers

The election of officers shall be by paper ballot at the March meeting by members who meet the conditions of Article III, Section I and Section II. The candidate receiving a plurality of the votes for each

office shall be declared elected. In the case of a tie vote, tied candidates shall participate in a run-off election at the April monthly meeting. Elected officer's terms commence at the March meeting and will run for twelve months. The Secretary shall be responsible for providing proxy voting materials to those members that are eligible to vote but cannot attend the meeting due to work, illness, or absence for good reason, and collecting and securing those votes.

Section IV – Vacancies

If a vacancy occurs on the executive board, including a vacancy resulting from an increase in the number of officers, the executive board shall fill said vacancy by a simple majority vote until the next annual meeting. If the officers remaining in office constitute less than a quorum of the board, they shall fill the vacancy by the affirmative vote of a majority of all the remaining officers in office. If an Officer resigns effective at a specific later date, the remaining Executive Officers may fill the vacancy before the actual vacancy occurs, but the new officer may not take office until the vacancy actually occurs.

Section V – Resignation

Any member may resign at any time by giving written notice to the Executive Officers. Unless otherwise specified in the notice, the resignation shall take effect upon notice thereof by the board or such officer. In the event that an oral resignation is made at a meeting of the Killingly Community Garden, the Secretary shall make notice to the resigning party that his or her oral resignation has been accepted. All KCG property shall be returned at that time.

Section VI – Removal

Any Officer may be removed by a two-thirds (2/3) majority of the full Board of Directors for failure to act in the best interests of the Organization, or lack of sympathy with the stated purpose of the Organization.

Article V – Standard of Conduct of Directors / Officers

Section I – Code of Ethics

KCG requires and encourages directors and officers to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The directors and officers of the KCG must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Article VI – Quorum

Section I – Procedure for Special Meetings

A special meeting may be called for, above and beyond the regular meeting, by the Chair, or at least two members of the Executive Committee (Officers). Persons authorized to call special meetings shall provide notice of the time and location of such meetings and state the purpose thereof, and no other matter shall be considered by the Officers at such special meeting. All Directors shall receive notice at least 48 hours prior to the special meeting.

Section II – Procedure for General Meetings

A General meeting of the KCG requires three (3) or more Killingly Community Garden Members. The Chair will call the meeting to order. Motion to adjourn the meeting must be made and seconded to go to vote. Simple majority is needed to adjourn.

Section III – Rules & Regulations

Parliamentary Procedure shall be observed in all questions or procedures.

Section IV – Killingly Community Garden Voting Members

A KCG Member is any person who meets the conditions of Article III, Section I. Each elected Officer and by extension member of the Executive Board have one vote in any matter put before them. KCG members all have one vote for the appointment of Officers.

Section V – Coordinators

Coordinators of the KCG include, but are not limited to, Killingly Agriculture Commission members, Town of Killingly Officials, Town of Killingly Facilitators, Killingly Agriculture Education Faculty members, etc.

Section VI – Suspension of Rules

The rules of an official meeting may be suspended if motioned and seconded by Executive Officers, and pass a super majority vote (67%) of KCG members present. The suspension of rules only applies to that specific meeting.

Article VII – Subcommittees

Section I – Procedure

The Chair will establish an exploratory subcommittee at a general meeting. After at least 30 days, the exploratory subcommittee will become a subcommittee upon simple majority vote from the executive board. Subcommittees will be reviewed quarterly and may remain in good standing with the passage of a supermajority Executive Board vote (67%). If the subcommittee is found to be not in good standing, it will be dissolved in accordance with Article X, Section I.

Section II – Best Practices

Subcommittee

- Identify a chair, a goal, timeline, and a list of stakeholders who might be interested in becoming involved in the subcommittee.
- Actively involve the community by keeping a list of contacts that want to stay informed about the subcommittee. Contact this group in a timely fashion regarding meetings and other important updates.
- Create and use an agenda for the meetings to keep them running smoothly and efficiently.
- Communicate with the executive board members one week before the monthly general meeting, a report giving an update including such information as membership, progress toward goal, next immediate actions, resources (money, work hours, expertise, materials) that are required and how the subcommittee plans to get those resources.

Article VIII – Miscellaneous

Section I – Definitions

Official records of the KCG include the Bylaws (this document) as currently amended, current Garden rules as approved by the Executive Officers, legal agreements, policy and action documents approved by the Executive Officers, financial statements, and agendas / minutes of meetings.

Section II – Books and Records

KCG Secretary and Treasurer shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its Board of Directors, a record of all actions taken by the Board of Directors without a meeting, and a record of all actions taken by committees of the board. In addition, they shall keep a copy of the Bylaws as amended to date. All records must be on file and accounted for with the Town of Killingly Finance Department and Staff Liaison.

Section III – Conflict of Interest

KCG being an affiliate of the Town of Killingly must abide by the Town of Killingly, Conflict of Interest Policy. This extends to any director, officer, affiliate, or member of a committee with board delegated powers who may benefit from any transaction or arrangement.

Section IV – Nondiscrimination Policy

The officers, directors, committee members, and members shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of the KCG not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

Section V – Connecticut Freedom of Information Act

KCG is a direct affiliate of the Town of Killingly and by extension are subject to all Connecticut Freedom of Information Act requests.

Article IX – Bylaw Amendments

Section I – Procedure

The Board of Directors shall have the power to amend, alter, make and appeal the bylaws of the KCG by a majority vote provided;

- That an amendment does not affect the voting rights of the directors. An amendment that does affect the voting rights of directors further requires ratification by a two-thirds vote of a quorum of directors at a board meeting.

Article X- Dissolution

Section I – Disbursal of Records and Assets

If KCG should be dissolved, its property, funds, and other assets shall be transferred to the Agricultural Commission of the Town of Killingly or directly to the Town of Killingly since both KCG and the Agricultural Commission are direct affiliates of the Town of Killingly.

At which time a meeting will be scheduled with the Agricultural Commission and Town of Killingly staff to discuss any and all property, funds and other assets, that were inherited by the dissolution of the Killingly Community Garden. Any future allocations of the above mentioned assets shall be reviewed by the Town Manager, prior to proceeding.