

**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. Officer-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) and Guidelines posted on the Club's website.
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 publically 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. **REVOCAION 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 non-renewal 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 ~~be run for, and, if elected, serve as an one of the~~ threefour officers.
2. ~~Two-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**~~TITLES~~

1. Club members will elect ~~three~~four officers annually.~~:- President, Vice-President, Secretary /Treasurer.~~

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~~one percent of all plot assignments are to members who are eligibleUCI-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: 10/15/2014[new date]

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. At least two UCI members who are office eligible (regular student, faculty or staff) should be nominated or may self-nominate to run for office. Nominations are due by January 15.
2. No later than January 20, ballots-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 ~~2019~~. If there is more than one candidate for ~~the~~ office and no candidate receives a majority of votes, there will be a run-off election between the top ~~two~~ 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 ~~two~~ officers may determine if they will assume the additional responsibilities until the annual elections are held.
 - c) In the event that ~~two-three~~ of the ~~three-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. ~~An~~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 February 20 and September 30 will be assessed the full annual dues amount. All plot assignments made between October 1 and January 19 will be assessed \$35.00, no matter the member's affiliation with UCI. Plots assigned between January 20 and February 19 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 January 20 each year.
4. Membership renewal documents and dues must be submitted by February 2019.
5. Failure to file membership documents and pay dues by the February 20-19 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 ~~Club~~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: 7/9/2015 11/8/2018

Appendix 1

Membership Agreement -- February 20, 2019 through February 19, 2020

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

1. 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. New members must read this Member Agreement, fill out and sign the Member Information sheet along with the Liability Waiver as a condition of club membership, and submit the documents either to an officer or mail to P.O. Box 5654. See the club website for instructions and forms.
2. New members have 14 days from the date the plot is assigned to begin working the plot. After this period, they are subject to the regular inspections and crew responsibilities. (See #5 below.)
3. 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 email to avcg@uci.edu. When relinquishing a plot, it shall be cleared, cleaned and left neat and tidy, out of consideration of the next gardener.
4. All communication to garden 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.
5. Plots are regularly inspected for compliance with club rules. If a plot is in violation of the club's regulations and guidelines, the club officers will inform the member(s) by email, including the monthly notice that includes the plot 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, a red flag is issued. Members receiving three such 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. Club rules include but are not limited to the following:
 - a. The primary plot member is responsible for one small but critical area of garden maintenance or administration. Secondary plot members can assist at the discretion and direction of the primary plot member. Duties are described in detail on the club website, www.clubs.uci.edu/avcg. Performance of crew responsibilities are monitored similarly to plot inspections. The officers may call an occasional All Hands Work Day for special projects. Note: Members assigned to two plots are required to sign-up for two crew assignments.
 - b. Planting may occur only within designated plot boundaries. Plant growth and other materials should not extend into the aisle or into neighboring plots. All materials used for gardening must be kept completely within the plot boundary, both horizontal and vertical. Gardeners must keep the aisle adjacent to his or her assigned plot weed-free two feet out from the edge of the plot.
 - c. Garden plots must be actively worked and harvested throughout the year, i.e., continuously growing healthy plants and free of weeds, dead, diseased or insect-infested plants. Fruits and vegetables should be harvested in a timely manner as ripe items attract rodents.
 - d. Trees are permitted, but only in freely moveable pots, i.e., trees cannot be planted in the ground. The pot should be rotated ¼ turn monthly. Trees also cannot exceed six feet in height nor cast shade/shadows on neighboring garden plots.
 - e. Gardeners need to read and comply with the "Guidelines for Structures and Storage" before

installing structures, including frames, enclosures, plot edging and raised beds. See the club website for this document: <https://clubs.uci.edu/avcg/guidelines/>. Perimeter fences around plots are prohibited. No structure may obstruct vision through the plot, either vertically or horizontally, and may not exceed six feet in height.

6. Garden plots must at all times be maintained in a safe condition with the University having the right to rectify the situation immediately. If the University is required to remedy an unsafe situation more than once, the gardener will be required to relinquish his or her plot and their membership in the club.
7. 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 tools clean and tidy to minimize rust and wear.
8. Actions such as theft of tools, equipment, produce, flowers, vandalism or destruction of property will result in revocation of membership. Gardeners should report problems promptly: theft, problems with animals including rabbits, ants or other pests. Send email to avcg@uci.edu with your plot number: The eyes of all gardeners can help to deal with these problems.
9. Be water wise. Over-watering that causes excessive run-off 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.
10. Organic gardening is encouraged. Use of 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, rodenticides and pest bait are prohibited. Invasive plants such as mint and grasses should be planted in containers. Bougainvillea and ivy have been identified by Vector Control as providing habitat for rats. These plants are not allowed to be planted in the garden. Berries and brambles must be cut back regularly. Gardeners will be asked to remove intrusive, invasive or unsafe plants.
11. Waste disposal: Green waste, i.e., plant material, should be placed in the communal AVCG compost bin outside the garden next to the gravel parking lot. Large or heavy items such as bricks, rocks, lumber, diseased plants, etc., must be hauled away off campus for appropriate disposal. Paper and plastic waste may be placed in the Palo Verde Housing dumpsters across from our garden. Never throw anything into the field surrounding our garden, including spoiled fruits or vegetables. Individual compost bins should be properly maintained.
12. All related University policies and guidelines that apply to the community garden will be enforced at the Anthill Village Community Garden. Refer to <http://www.policies.uci.edu>.
13. For liability reasons, only members of the AVCG club are allowed to work in or water a garden plot. When a club member is temporarily unable to work the plot, such as illness or going on vacation, they can 1) ask another club member for help; or 2) add a new member to the club to work the plot.
14. For liability reasons, children are not allowed to play in the garden unsupervised. Parents are expected to keep children out of other gardeners' plots, the shed, wagons and wheelbarrows, and the garden compost pile.
15. Dogs and other domestic animals are not allowed in this garden. No alcohol, drugs or tobacco are allowed within the Anthill Village Community Garden site, nor may illegal substances be grown in garden plots. Growing marijuana is prohibited.
16. 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.