

GREENTHUMB BYLAWS CHECKLIST

CHECKLIST

Our garden group bylaws have:

- Mission statement
- Membership section
 - How to join our garden (including wait list)
 - Rights of members (e.g. garden access, keys, shared tools)
 - Responsibilities of members (e.g. open hours, meeting attendance, plot maintenance, common areas, snow removal, sidewalk clean-up)
 - Protocol if a member is unable to pay monetary dues
 - Rules for garden members (what are gardeners allowed and not allowed to do? Rules should not conflict with License and Gardeners Handbook)
 - Procedures for what happens if a garden member does not comply with the rules of membership (i.e. process for revoking membership)
- Leadership structure
 - The garden leadership structure is clearly explained
 - Roles of leaders (titles, responsibilities)
 - How leaders are elected/appointed
 - If the garden has committees, they're listed here
- Decision-making process
 - Specific voting (>50%, 2/3, etc.) or consensus (100%) explained
 - Who decides what - does everything go to the general membership? Can committees, chairs, and/or the core leadership make decisions on their own?
 - Does decision-making and/or voting happen in person, can it happen over email, absentee ballots, proxy voting...
- Process for handling conflicts and disputes
- Finances section
 - Where the garden's money is stored (e.g. a garden bank account, with a fiscal sponsor)
 - Who has access to the garden's account
 - How purchasing decisions are made
 - Purchasing protocol
 - How fundraising decisions are made
- Process for changing the bylaws in the future

Additional Items to be Aware of:

- Membership
 - Bylaws should not contain anything exclusionary (geography, required membership in non-profit/church/school/other organization, age, etc)
 - Be mindful if there is no process for joining - there should be an outlined process

- Leadership
 - Be mindful if there is no process for becoming a leader (references to officers or committees without explanation of how one obtains those positions)
- Decision-Making
 - Voting should be specific: simple majority? $\frac{2}{3}$? Consensus?
 - Be mindful if there is no clear process for making decisions - processes should be outlined
- Conflicts and Disputes
 - Should not simply rely on referring issues to GreenThumb
 - There should be a section outlining process for conflicts and disputes
- Finances
 - Should be very specific. Where is the money stored? How are money decisions made? Who's involved?
 - What financial information is shared and with whom? Monthly financial reports to members? Who has access to these records within the garden?
- Amending bylaws
 - There should be no prohibition on amending bylaws
 - A process for amending bylaws should be included and is a critical part of the bylaws
- NYC Parks and Garden rules
 - Dogs and rules of NYC Parks - dogs are allowed
 - Groups cannot restrict minors' access during open hours
 - Any reference to renting out the garden or otherwise commercializing space that is inconsistent with GreenThumb license will not be permitted