

**BYLAWS**  
*of the*  
**CHINQUAPIN GARDENS ADVISORY BOARD**

**I. ORGANIZATION AND PURPOSE**

Chinquapin Organic Gardens is a community garden plot rental area at Chinquapin Park managed by the City of Alexandria Department of Recreation, Parks & Cultural Affairs (RPCA). The Gardens has a Volunteer Advisory Board that assists the City in maintaining and managing the garden plots to support the use and enjoyment of the garden plots available to the public through a rental program to grow vegetables, honey and flowering plants. The City has two documents to guide renting the plots and managing Chinquapin Gardens: (1) the **Community Garden Plot Regulations** updated annually by the RPCA; and (2) the **Chinquapin Organic Gardens Use and Maintenance Agreement** signed in November 2022 by the Chinquapin Gardens Advisory Board leadership and RPCA Director and in effect until November 10, 2025. Both of these documents provide detailed information about the garden plot rental program and fees, park and garden rules and regulations, and the relevant roles and responsibilities of both the RPCA and the Advisory Board on how to run and manage the gardens in an equitable arrangement between the City and the gardeners. These ByLaws apply to the Chinquapin Gardens Advisory Board (the Board) and are meant to provide additional guidance on how the Board will conduct itself to properly execute its responsibilities per the documents listed above.

**II. BOARD MEETINGS**

1. Regular Meetings
  - a. The Board shall meet every other month with additional meetings as necessary.
  - b. All Board meetings are open to all active gardeners.
2. Special Meetings
  - a. The Chair of the Board may call a special meeting as needed at any time. The Chair will provide a notice to all members and confirm the availability of a quorum with at least three business days' notice prior to the meeting.
3. Cancellation of Meetings
  - a. Regular meetings may be canceled by the Chair if there are insufficient topics to discuss, City closures due to weather events, or other special circumstances such as another Chinquapin Gardens-related event the same week or month as the meeting.
4. Quorum
  - a. A quorum for a meeting shall consist of more than 50% of the Board in attendance.

5. Attendance
  - a. Board members are expected to attend the meetings. Failure to attend at least 50% of the meetings in any one year will jeopardize membership on the Board. Board members should notify the Chair of any expected absences.
6. Voting
  - a. All issues to vote on shall be decided by a simple majority of those present at the meeting as long as a quorum is present.

### **III. BOARD MEMBERSHIP**

1. Membership Requirements
  - a. The following are requirements for any Chinquapin gardeners who wish to serve on the Board:
    - i. Active and participating gardeners with either a full or ½ rental plot
    - ii. Actively contribute to the volunteer program in addition to attending Board meetings (4 hours of volunteer service are required each year)
    - iii. Have attended at least 3 Board meetings during the year they are applying and a minimum of 50% of the meetings per year once a member
    - iv. Have internet access and can communicate on a regular basis via email
2. Number of Members
  - a. The Board shall consist of a minimum of 5 members, including Board leadership.
3. Membership Terms
  - a. Each Board member is expected to serve for two years.
  - b. Each Board member can continue to serve on the Board as long as he or she meets the above requirements.
  - c. If a member wishes to resign, he or she should give the Chair notice two months beforehand.
  - d. Any Board member can be removed at the discretion of the Chair following a majority vote by the Board.
4. Board Nominations & Acceptance
  - a. Individual gardeners can nominate themselves or any other active gardener meeting the requirements above to be on the Board.
  - b. Following the nomination, the Board will vote to accept or decline the nomination at the next available meeting with a quorum.

### **IV. BOARD LEADERSHIP**

1. Board Leadership
  - a. The Garden Board, responsible for garden administration, shall be comprised of, at a minimum, the Chair, Vice Chair and Secretary.
  - b. The Board may create additional ad-hoc roles as needed.
2. Leadership Roles
  - a. **Chair**
    - i. Presides at all meetings.

- ii. Provides updates to the Board between meetings as necessary.
- iii. Maintains contact and serves as a liaison with City staff as needed between meetings.
- iv. Creates an agenda for each Board meeting and provides these agendas via email to the Board at least three business days prior to the meeting.
- v. Schedules Board meetings via Zoom. Alternately, an in-person meeting can be held at a City Recreation Center or other convenient meeting space for Board members.
- vi. Is responsible for and provides leadership to ensure the financial health of the Board.

**b. Vice-Chair**

- i. The Vice Chair shall have all the duties delegated by the Chair and, during an absence of the Chair, is vested with all the powers of and will perform all the duties and responsibilities of the Chair.

**c. Secretary/Treasurer**

- i. Drafts all minutes from the Board meetings and provides the draft to Board members via email at least three business days prior to the next meeting.
- ii. Ensures the minutes from each meeting are posted on the Chinquapin Gardens website within one week of the meeting at which they are officially approved.
- iii. Manages the Board's checking account and reports on a regular basis the status of the account.

**3. Election of Officers**

- a. The Board will elect officers on an annual basis at the January Board meeting. Once elected, the officers will take their position at the next Board meeting and serve until the following year's election. Elections are made based on a majority vote of the attendees at the January meeting. If any officer is unable or unwilling to complete their term of office, the Chair will appoint another member to fill the vacancy until the regular election. Should the Chair position become vacant, the Vice Chair assumes the position of Chair. If either the Vice Chair or Secretary position becomes vacant, the Chair shall appoint a member of the Board as an interim officer until the next election.

**4. Ad Hoc Roles**

- a. The following positions are helpful in managing Chinquapin Gardens and filled by the Chair based on availability of volunteers. If filled, each of these positions will provide a report at the Board meetings.
  - i. Head of Fund-Raising
  - ii. Volunteer Coordinator
  - iii. Monitoring Coordinator
  - iv. Special Event Coordinator (i.e., Spring Social, August Picnic)
  - v. Food Bank Coordinator
  - vi. Others as needed

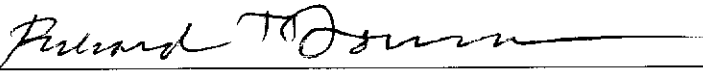
**V. AMENDING THE BYLAWS**

The ByLaws may be amended by two-thirds of the Board members present at any Board meeting. At the discretion of the Chair, any proposed amendment may be submitted to the Board for consideration prior to a vote for adoption.

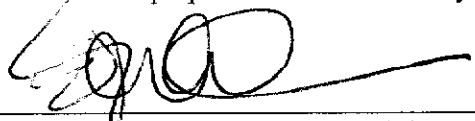
**VI. ADOPTION OF BYLAWS**

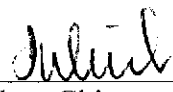
We, the undersigned, are the active and duly appointed members of the Chinquapin Gardens Advisory Board and, by majority vote, adopt the forgoing Bylaws as the Bylaws of the Chinquapin Gardens Advisory Board.

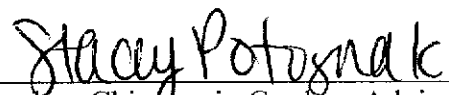
Approved and adopted by the Board on March 21, 2023.

  
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Member, Chinquapin Gardens Advisory Board

  
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Member, Chinquapin Gardens Advisory Board

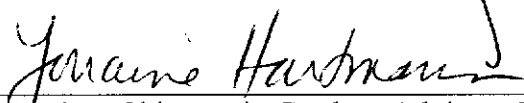
  
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