

BY-LAWS

(AS AMMENDED 2016)



DEFINITIONS

Plot User Fee: The annual, non-refundable fee paid for the use of a plot allotted for personal gardening.

Membership Fee: An annual non-refundable fee paid by individual and group members.

TERMS OF ADMISSION OF MEMBERS, RIGHTS AND OBLIGATIONS

1. Terms of Admission of Members to the YCGC:

- a. person must be a resident of Yellowknife;
- b. minimum 18 years of age or with adult consent;
- c. complete membership form and sign liability waiver;
- d. Pay an annual membership fee, and members who maintain a personal plot will pay a plot user fee. Membership fees and plot user fees will be determined by the Board of Directors.

2. Rights of YCGC Members

- a. each member is entitled to one vote at general membership and special meetings;
- b. board meetings are open to all members;
- c. access to information resources collected by the YCGC;
- d. use of a garden plot and available water, tools and equipment for gardening at a specific garden site for members who pay a plot fee;
- e. Priority access to the same garden plot in the following year, provided the member has fulfilled the obligations of membership and paid the required fees by the renewal date specified by the board of directors.

3. Obligations of YCGC Members

- a. Follow gardening guidelines outlined in the "YCGC Garden Guidelines and Etiquette" document.

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- b. Donate produce from 25% of each garden plot to charity organizations, and record donations, as requested by the YCGC Board. The YCGC Board will provide a list of qualifying charities and the types of crops requested by each organization.
- c. Garden collective members who have personal plots are required to participate in collective duties including site maintenance chores and work bees.
- d. Each YCGC member is required to attend the annual general meeting, in person or by proxy.

Failure to comply with the obligations of a member will result in the loss of priority access to a garden plot in the following year and may result in your garden membership being refused.

CONDITIONS OF WITHDRAWAL OR SUSPENSION OF MEMBERSHIP

1. Withdrawal of Members

- a. Any member may withdraw from YCGC by notice in writing to the YCGC Board;
- b. Membership fees and plot user fees are non-refundable.

2. Suspension of Membership

- a. Any member whose conduct is considered detrimental to YCGC may have their membership suspended by resolution passed by a majority of YCGC board members.

MEETINGS

1. The annual general meeting (AGM) will be held not less than 31 days after the year end and within 120 days after the date of the fiscal year end. Notice of the AGM will be communicated to YCGC members at least two weeks prior to the AGM.
2. Notice of meetings will be by email or other electronic means.
3. Any 10 members of the YCGC may call a meeting by presenting a signed request to the chair, who shall call a special meeting within 15 days after the receipt of such request.
4. Board meetings will be held at times and frequencies determined by board members with a minimum of four meetings annually in addition to the AGM and spring general meeting.
5. A majority of the board members of the society will constitute a quorum at any board meetings.
6. 25% of the members of YCGC will constitute a quorum at other meetings. If quorum is not met at the AGM, a new AGM meeting will be called and the members of YCGC present at that meeting will constitute quorum.

YCGC DIRECTORS: APPOINTMENT, REMOVAL AND DUTIES

1. YCGC Directors (Board members) will be elected from the membership at the AGM. There will be a minimum of 3 and maximum of 10 board members elected from the membership of YCGC at the AGM. Board members will hold their positions until the conclusion of the next AGM.
2. Board positions will include a Chair, Secretary, and Treasurer, and other positions as identified by the YCGC Board.
3. Board members shall have the power to appoint any member of the society to fill a Board vacancy.
4. Board members shall be responsible for conducting the affairs of YCGC in accordance with the YCGC by-laws and the *Societies Act*.
5. YCGC Directors are volunteer positions, and therefore are not remunerated. Board members will be reimbursed for expenses incurred in the conduct of their duties when agreed to by the majority of the Board.
6. Any Board member may be removed from the Board by a 2/3 majority vote of the Board members of the society.

SPENDING OF YCGC FUNDS

1. Spending of the society's money must be approved in advance by a quorum of board members;
2. Cheque signing privileges will be assigned to the Treasurer, Chair and up to two other Directors appointed by the Board;
3. Cheques must be signed by the treasurer and one other member with signing privileges;
4. Board members may not borrow funds on behalf of the society.

AUDIT OF ACCOUNTS

1. The treasurer will prepare a financial statement prior to the AGM which will be reviewed by two board members before being presented to the membership at the AGM.
2. Audited financial statements will not be required.
3. The financial statement will then be submitted (along with an updated list of Board members) to the Registrar of Societies within 14 days following the AGM.

CUSTODY AND USE OF YCGC RECORDS AND SOCIETY SEAL

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1. The secretary has custody of and takes minutes of the meetings;
2. All books and records of the society are the custody of YCGC, and shall be returned to YCGC when a Director has finished his/her term.
3. The secretary has custody of the societies seal. The seal is used only by the secretary in the presence of one other board member and at the direction of the board. The seal is as appears on Schedule A, attached.
4. All books and records of the society may be inspected by its members at the AGM.

MAKING, AMENDING AND RESCINDING BY-LAWS

1. It is the membership's decision to amend the society's by-laws. This can only be done at the AGM or by extraordinary resolution of the society at a meeting called for this purpose.
2. By-law changes are then submitted to the Registrar of Societies and are not in effect until approved.

FISCAL YEAR-END

1. The fiscal year-end will be December 31, 2016 and every December 31 thereafter.