

BYLAWS OF KENNEBUNK COMMUNITY GARDEN COMMITTEE

ARTICLE I NAME and PURPOSE

Section 1: Committee Name

The name of this organization shall be the Kennebunk Community Garden Committee, herein called the "Committee."

Section 2: Garden Name

The name of the community garden(s) located in Kennebunk shall be called "Kiuna Kennebunk Community Garden." Kiuna is an Abenaki word meaning "our". There are two Community Gardens in Kennebunk. One is located at the end of Holland Road in West Kennebunk and the other is located behind Park Street School Apartments at 14 Park Street near downtown Kennebunk.

Section 3: Purpose

The purpose of the Committee is to oversee administration of garden plots for residents and non-residents of Kennebunk and to maintain basic records of anyone leasing a garden plot. A portion of each community garden shall be dedicated to the Maine Harvest for Hunger: planting, raising, maintaining, and harvesting produce for low income, fixed income, local food pantries, and anyone recommended by the town's Social Service Department. The information of individual garden plot holders recorded shall be full name, address, email address, phone number, payment status, and assigned plot number.

ARTICLE II

COMMITTEE MEMBERS and OFFICERS

Section 1:

There may be 11 voting Committee members.

Section 2: Officers

The officers of the Committee shall be elected from the regular voting membership annually in the October meeting or such other time as may be designated by amendment of these bylaws. This meeting shall be designated as the "election meeting". The following officers shall be elected: Chairperson, Vice-Chairperson, and Secretary.

Section 3: Chairperson

The Chairperson shall preside at all meetings of the Committee at which he or she is present and direct the work of the Committee. The Chairperson shall call for the election of members to subcommittees of the Committee no later than the first meeting of the Committee following the election meeting and shall direct the calling of meetings of the Committee. The Chairperson shall be an ex-officio member of all subcommittees of the Committee. The Chairperson must

have at least one full year on the Committee before being eligible for the position of Chairperson.

Section 4: Vice-Chairperson

The Vice-Chairperson shall preside at all meetings of the Committee in the absence of the Chairperson and shall perform all duties and shall have all powers of the Chairperson, in case of the absence or incapacity of the Chairperson.

Section 5: Secretary

The Secretary shall keep an accurate record of the proceedings of the Committee, shall email copies of the minutes of the meetings to each member, shall notify each member of upcoming meetings and post the agendas with the Town Clerk's office. The Secretary shall perform all other duties imposed by law, assigned by the Chairperson, or otherwise provided herein.

ARTICLE III

SUBCOMMITTEES

Section 1: Subcommittees

Subcommittees may be created by majority vote of the regular members of the Committee as such subcommittees may be needed. These subcommittees shall be responsible for planning within their specific areas of concern and for reporting the results of the planning to the Committee. They shall act in the name of the Committee only when directed to do so by vote of the Committee. Subcommittees shall have a Coordinator and Assistant Coordinator. Subcommittees may include, but not be limited to, the following:

Garden Coordinators

Each garden shall have its own Chair and/or Co-chair who oversees each garden and reports directly to the Chairperson. The duties of the Garden Chair and/or Co-chair are to oversee plot rental and coordinate garden activities. The Garden Coordinator shall be responsible for keeping current information and otherwise managing of individual and family renters. This committee shall keep all renters informed of decisions made by the Garden Committee as well as information regarding the garden and helpful advice.

Maine Harvest for the Hungry Subcommittee

This committee shall be responsible for preparing the soil, planning, planting, composting, coordinating harvests, transplanting, and contacting individuals and organizations for the distribution of produce from the community area of the garden.

Education and Public Relations Subcommittee

This committee may have two Coordinators, one for each division if decided by the Garden Committee.

Education shall include setting up workshops for Garden Committee members as well as for renters and the public. Public Relations shall be responsible for preparing and publishing news

articles for broadcast to inform the public of Committee events such as season start up, mid-season progress, and harvest.

Maintenance Committee

This committee shall be responsible for keeping the garden looking neat by mowing and weed control in the public areas of the garden(s) and maintain the irrigation system. This committee will also keep maintenance equipment, community garden tools, and tool shed(s) in good working order.

ARTICLE IV

ASSOCIATE MEMBERS, HONORARY MEMBERS, JUNIOR MEMBERS, and ADVISORS

Section 1: Associate Members

The Committee may recommend to the Board of Selectmen the appointment of Associate Members. Such Associate Members shall not have the right to vote, nor to present themselves as official members of the Committee but shall have the right to participate in meetings and activities of the Committee as the Committee may designate.

Section 2: Honorary Members

The Committee may elect Honorary Members from the former members of the Committee. Such Honorary Members shall have the same rights and privileges as Associate Members.

Section 3: Advisors

The Committee may elect Advisory Members. Such Advisory Members shall have the same rights and privileges as Associate Members.

Section 4: Junior Members

The Committee may appoint by majority vote of the regular voting members Junior Members to the Committee. Junior Members shall be residents of the Town of Kennebunk and shall be between the ages of 10 years and 18 years, inclusive. Such Members shall not have the right to vote nor to present themselves as official members of the Committee but shall have the same rights and privileges as Associate Members except that the term of a Junior Member, shall not exceed one year. Junior Members may serve successive terms.

ARTICLE V

DUTIES OF MEMBERS

The members of the Committee shall perform the duties and responsibilities as set forth by these bylaws and, the ordinances of the Town of Kennebunk. Members who are unable to attend a meeting of the Committee shall so notify the Secretary, Chairperson, or Vice-Chairperson, prior to the meeting. Members shall make every effort to attend all meetings and perform all duties assigned by the Chairperson. Members must not miss more than three consecutive meetings or more than 25 percent of the meetings in a six month period.

ARTICLE VI

MEETINGS

The Committee shall meet as necessary, except when a quorum is not present. The Committee shall govern meetings by agreed procedure when not in conflict with statutes, municipal ordinances, town charter, or these bylaws. Notices of meetings shall be given by the Secretary as provided in these bylaws.

ARTICLE VII

QUORUM

A majority of the regular members of the Committee shall constitute a quorum. A majority of those present and voting, if a quorum is present, shall be sufficient to conduct the business of the Committee.

ARTICLE VIII

APPOINTMENTS AND VACANCIES

Original appointments to the regular membership of the Committee shall be made and by the appointing authority of the Board of Selectmen. A vacancy in any membership caused other than by expiration of a term of office shall be filled in the same manner.

ARTICLE IX

AMENDMENTS

These bylaws may be amended at any regular meeting of the Committee by a majority vote of the Committee's regular voting membership provided written notice of intent to amend is sent to each member of the Committee at least seven days prior to the meeting at which the proposed action to amend is to be taken. The Board of Selectmen shall approve the changes once the committee has approved them.

Above original bylaw articles were adopted on August, 2008.

Amended April 24, 2013.

Amended March 23, 2016.