

Attachment B - Dillon Valley Community Greenhouse Garden Proposed Bylaws

- I. **Name:** Dillon Valley Community Greenhouse and Garden (DVCGG). The official name of the garden has not been decided.
- II. **Physical Address:** Dillon Valley Elementary School, 108 Deer Path Rd, Dillon, CO, 80435
- III. **Goals**
 - To provide a community gardening space to grow vegetables for the residents of Dillon Valley, CO.
 - To provide a space for students and classes to observe and learn about the growing cycles of plants.
 - To provide an understanding of the benefits of growing your food, along with the uses and benefits of composting.
 - To provide healthy eating options for students and their families, both in and out of school.
 - To promote a connection between the school and community to support each in other in teaching growing strategies and healthy lifestyles.
- IV. **Steering Committee (SC):** The SC is the voting body for DVCGG and is composed of the Chairperson or Co-Chairs, Secretary, Treasurer, Parent Representative, DVE staff and a Community-at-Large member. Other members of the SC may include students, advisors, other committee heads such as Fundraising, Construction, Social/Outreach and others as deemed appropriate and necessary.
 1. The Chairperson or Co-Chairs shall lead SC meetings, coordinate with committee heads and be responsible for official correspondence.
 2. The Secretary shall be responsible for meeting minutes.
 3. The Treasurer shall keep record of the DVCGG budget and prepare financial reports. Summit Prevention Alliance is the fiscal agent.
- V. **Steering Committee Members**
 1. Are nominated at the first meeting of each year in January and elections will take place in February.
 2. Serve for one year and mentor incoming officers for the 2nd year.
 3. Choose a replacement should a SC member resign unexpectedly.
 4. Attend monthly meetings or send someone as a proxy.
 5. Commit to helping with the project beyond coming to monthly meetings.
 6. Serve without pay and volunteer their time.
- VI. **Committees**
 1. Formed committees are the Support Committee and Fundraising Committee.
 2. The SC may appoint standing and ad hoc committees as needed. Each committee chair will report its activities and requests to the SC.

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VII. **Steering Committee Meetings**

1. SC meetings are held on the 2nd Wednesday of every month at Dillon Valley Elementary, 108 Deer Path Rd, Dillon, CO, 80435.
2. Additional meetings may be held at any time when called by a Chair or majority of the SC members.
3. Agendas shall be provided by e-mail in advance.

VIII. **Voting**

1. A majority of 3 or more SC members constitutes a quorum.
2. In absence of a quorum, no formal action shall be taken at the meeting.
3. Passage of a motion requires simple majority (ie, one more than half the members present)

VII. **Conflict of Interest**

Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the SC, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his or her seat and refrain from discussion and voting on said item.

VIII. **Fiscal Policy**

The fiscal year for DVCGG is January 1 – December 31.

IX. **Amendments**

These by-laws may be amended by a majority vote of 3 or more SC members present at any meeting, provided:

- A quorum is present.
- Anyone who wishes to change by-laws must submit proposed change by written e-mail to a Chair at least one week prior to a monthly meeting.
- A copy of the proposed amendment(s) is provided to each SC member at least one week prior to SC meeting.

XII. **Hold Harmless Clause**

Participants of the organization Dillon Valley Community Greenhouse and Garden will hold harmless the Steering Committee and its members, various Special Committee members, Summit School District, Summit Prevention Alliance and other outside contractors, laborers, agents or volunteers working on behalf of DVCGG from and against any damage, loss, liability, claim, demand, suit, cost and expense directly or indirectly resulting from, arising out of or in connection with the use of DVCGG, its participants, successors, assigns, employees, agents and invites.