

Newark Street Community Garden Association

Official Documents

Spring 2023

Contents

1. BYLAWS (2022).....	1
1. RULES (2016).....	5
2. DC DPR CODE OF CONDUCT.....	11
3. WAIVER OF LIABILITY	13

1. BYLAWS (2022)

ARTICLE I – NAME The name of the organization shall be NEWARK STREET COMMUNITY GARDEN ASSOCIATION.

ARTICLE II – PURPOSE The purpose of the Association shall be the promotion and support of recreational gardening among residents of the District of Columbia; the necessary management of the Newark Street Community Garden; such cooperative endeavors as are mandated by the gardeners; education and technical service to gardener; and liaison between the gardening community and other interested groups and organizations.

ARTICLE III – LOCATION The Association shall be located in Washington DC.

ARTICLE IV – MEMBERSHIP

Sec. 1. Qualifications: Residents of the District of Columbia are eligible for membership providing they meet all of the following criteria: (1) Adherence to the Gardening Rules and the Bylaws of the Association; (2) Residency in the District of Columbia; (3) Payment of fees, and assessments; (4) Commitment of services (or other assistance arrangement) toward the tasks of maintaining the Association and Community Garden (5) Cultivation of site.

Sec. 2. Voting Rights: Each properly recorded member shall have one vote.

Sec. 3. Admission of Members: New members shall be admitted on a first-come, first served basis as garden sites become available. Applications for membership shall be submitted in writing to the Chairman of the Membership Committee. When available, a site will be assigned to the applicant and established fees will be collected. A copy of the Bylaws and the Gardening Rules will be provided.

Sec. 4. Annual Fee: Annual membership fees for materials and services shall be set by the Board of Directors, approved by voting members at a duly constituted meeting.

Sec. 5. Renewal of Membership: Payment of fees and renewal of each member's site assignment, based on an application for the current gardening year, shall take place in accordance with the rules and procedures adopted by the Board of Directors.

Sec. 6. Commitment of Service: The Board may require each member to commit up to ten hours of service per year toward performing the tasks required for the administration of the Association. If a member is unwilling or unable to provide the necessary service, the Board may impose an additional assessment on such a member in lieu of service.

Sec. 7. Default and Termination of Membership: When any member shall default payment of fees or maintenance of garden site or commitment of service, or fail to adhere to the rules of the Association within the period specified by the Gardening Rules, that gardener's membership may thereupon be terminated by the Rules Committee. Notice of termination may be appealed to the Board of Directors within the final warning period.

Sec 8. Resignation: Any member may resign from the Association by notifying the Membership Committee Chairperson. However, such resignation shall not relieve the member of the obligation to pay any fees or other indebtedness theretofore accrued and unpaid.

Sec 9. Transfer of Membership: Membership in this Association is not transferrable or assignable.

ARTICLE V – BOARD OF DIRECTORS

Sec. 1. The Board of Directors: Shall be composed of the President and six elected members to serve as Directors.

Sec. 2. The President: Shall be nominated and elected by secret ballot at the annual meeting in October and shall hold office for two years or until a successor is elected, and the President's term shall begin at the close of the meeting at which the election takes place.

The President shall be the chief executive officer of the Association, and subject to the control of the Board, shall perform all duties customary to the office of Executive Director. The President shall preside over all meetings of the Board and the Association membership and shall be ex-officio member of all committees. No member shall be eligible to serve more than two consecutive terms as President.

Sec. 3. Members of the Board: The Directors shall be nominated and elected by ballot at the annual meeting in October and shall hold office for two years or until their successors are elected. Three Directors shall be elected at each October membership meeting and the term of office shall begin at the close of the meeting at which they are elected.

Sec. 4. The Vice President: Shall be appointed by the President from among the members of the Board. The Vice President shall perform the duties and exercise the powers of the President during the absence or disability of the President.

Sec. 5. The Secretary, Treasurer and Chairpersons: Of standing committees shall be approved by a majority of the entire Board and shall serve for one year or until their successors are approved by the Board. They may be selected either from among the members of the Board or from among members of the Association.

The Secretary shall keep minutes of the annual membership meetings as well as of all Board meetings. The Secretary shall provide notice to members at least 10 days before any regular meeting and additional notification by mailing or telephone as necessary.

The Treasurer shall have custody of all Association funds and shall keep a full and accurate account of all receipts and disbursements; shall deposit all monies in the name of the Association and shall make a full written financial report after audit by two members selected by the President, which will be presented to the membership at the October meeting. The Treasurer shall assist the Board in development of an annual budget.

Sec. 6 Elected Directors: Shall sit as members of the Board and shall participate in execution of responsibilities to the Association and as directed by the President.

Sec. 7. Meetings of the Board: Shall be called by the President or by request of a majority of the Directors. These meetings will be open to the members of the Association. Any member may place an item on the Board's agenda.

Sec. 8. Quorum: A majority of the currently elected members of the Board shall constitute a quorum.

Sec. 9. Report: The Board shall give a full report of its activities at the annual October meeting.

Sec. 10. Recall or Resignation of Member of the Board: If a Director or the President resigns or is removed from office, the Board shall appoint a successor to serve until the following election meeting. The election of President or Directors may be rescinded for misconduct or neglect of duty by a majority of the full Board. The election of President or Directors may be rescinded by a majority vote at a duly constituted meeting of the Association (regular or special) when notice of intention to make the motion has been given at the previous meeting or in the call of the present meeting, or by a vote of the majority of the full Board.

ARTICLE VI – MEMBERSHIP MEETINGS

Sec. 1. Regular Meetings: Regular meetings of the entire membership shall be held in April as a semi-annual meeting, and in October which shall be known as the Annual Membership meeting, for the purpose of electing members of the

Board, receiving reports of officers and committee chairpersons, approving the Budget for the coming year, and for other association business as may be necessary.

Sec. 2. Special: Special meetings shall be called by the Board upon petition of ten percent of the membership or upon a vote of the Board. No business may be conducted at a special meeting except that specified in the notice.

Sec. 3. Quorum: Twenty (20) members in good standing shall constitute a quorum. A roster shall be maintained of the names of members present at a meeting. A simple majority of those members present at a regularly constituted meeting shall constitute an act of the general membership unless the act of a greater number is required by law or by these Bylaws.

Sec. 4. Notification: The Membership shall be notified of all meetings a minimum of two weeks in advance through issuance/ mailing of notice to the entire membership, by telephone as appropriate, and posting on the bulletin board.

ARTICLE VII

Sec. 1. Standing Committees: Standing Committees are constituted to insure the continued oversight of continuing functions relevant to the continuing administration of the Association. The Chairperson of each committee shall be appointed by the President and approved by the Board. Committee members will then be appointed by the Committee Chairperson. The President may act as ex-officio member of all committees. The Board shall be kept apprised of all programs.

Sec. 2. Membership Committee: A Membership Committee shall be responsible for solicitation and admission of new members, maintenance of a waiting list; site assignments; maintenance of a current roster of members.

Sec. 3. Rules Committee: Rules Committee shall develop proposed additions or amendments to the rules and procedures of the Association for consideration of the Board and ratification by the members; shall mediate and rule upon any grievance brought by a member, subject only to appeal to the full Board; and shall enforce the standing rules and removal of any member who is in violation of the conditions of membership, subject to appeal to the Board.

Sec. 4. Agriculture Committee: The Agriculture Committee shall provide information and technical advice to the members; shall serve as liaison with local information sources and shall sponsor at least one educational session each year.

Sec. 5. Garden Services Committee: The Garden Services Committee shall be responsible for organizing and generally overseeing logistics for a cooperative administration of the needs of the community project. These functions shall include, but not be limited to overview and care of the water system; supply of gardening tools; storage facility; procedures for trash removal; required lawn care.

Sec. 6. Social and Welfare Committee: The Social and Welfare Committee shall organize social affairs to encourage membership participation in gatherings for exchange of gardening ideas, experiences, friendships; and shall organize a system for collection and distribution of excess produce available during or toward the end of the gardening season.

Sec. 7. Other Committees: Such other Committees, standing or special, shall be created by the President as the Association and the Board shall from time to time deem necessary to carry on the work of the Association.

ARTICLE VIII – PARLIAMENTARY AUTHORITY The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

ARTICLE IX – AMENDMENT OF BYLAWS These Bylaws may be amended at any regular meeting of the Association by a majority vote, provided that the amendment has been submitted in writing to the Board and is included in the notice of the meeting.

ARTICLE X – AMENDMENT OF RULES Any amendment of the Gardening Rules of the Association shall be developed by the Rules Committee and ratified by a majority vote at a duly constituted meeting of the Association.

1. RULES (2016)

NEWARK ST. COMMUNITY GARDEN ASSOCIATION RULES

Statement of Purpose:

The Rules for Newark St. Community Garden Association are created to support a community of gardeners who respect their neighbors and garden in a way that does not infringe on others in the garden and makes no negative impact on the environment.

1. Assignment of Plots

Rule 1.1 Garden plots are assigned to residents of the District of Columbia on a first come, first serve basis.

Purpose/Description: Because of Recreation Department requirements, only D.C. residents may participate in the Garden Association. Those requesting gardens are assigned plots as they become available in order of requests received. The waiting list will record the date of requests that cannot be currently filled, and new assignments will be made in order of the date written requests are received. (A member whose membership has been revoked will not be eligible to reapply for 1 year. The elected NSCGA Board of Directors is the sole authority pertaining to such matters.)

Enforcement: The membership Committee will maintain a procedure for soliciting and collecting applications for garden assignment. The waiting list will also be maintained that records name, address, telephone number, e-mail address, and date of request for those who cannot be immediately assigned a plot. Plots made available are assigned to persons on the waiting list in order of date received.

Rule 1.2 The Membership Committee as directed by the Board of Directors shall be the sole authority on all matters pertaining to who is the current occupant of each garden plot.

Purpose/Description: Orderly administration of the Garden Association requires a single source of information and a single authority for decision-making on all matters concerning the current occupant of each plot.

Enforcement: The Membership Committee will maintain up-to-date records of plot assignments. "Wall Plots" found next to the police station wall will be individually identified and handled by the Membership Committee. Effective April 2016, wall plots will be assigned by the Membership Committee as regular plots as they become available.

Rule 1.3 The Rules Committee as directed by the Board of Directors shall be the sole authority on all matters pertaining to where boundaries between garden plots rightly lie.

Purpose/Description: Orderly administration of the Garden Association requires a single source of information and a single authority for decision making for all matters concerning boundaries of individual garden plots.

Enforcement: The Rules Committee will ensure that the boundary between adjacent plots is clearly marked through use of boundary stakes. The area around boundary stakes must be kept free of weeds so the stake is clearly visible. Surveys will be made at least once a year to determine boundaries. When efforts to resolve boundary disputes fail, the matter will be referred to the board of directors for action.

Rule 1.4 The Board of Directors may require members to transfer to another plot or alter plot boundaries if such a move is dictated by the legitimate interests of the Garden Association.

Purpose/Description: Adjustments of plot boundaries to make the size of plots more uniform, moves forced on the Garden Association by the City Government, or other legitimate purposes of the Garden Association require that the Board of Directors have available to them this "right of eminent domain." Actions of the Board of Directors must be tempered to reflect the interests of the members affected. A majority of the full Board of Directors is required to approve such moves.

Enforcement: Plot transfer candidates will be notified in writing of the nature and need for each such transfer. Ample time will be allowed for the affected member to make a rebuttal. All such moves will be implemented between growing seasons.

2. Use of the Garden Plots

Rule 2.1 Each garden plot is available for the sole personal use of the gardener to whom the plot is assigned.

Purpose/Description: A plot must be worked by the gardener to whom it is assigned. All crops derived from a plot are the sole property of the gardener to whom it is assigned. Other members are prohibited from picking crops or damaging the crops of another gardener (except with the gardener's express approval). While friends or family members may provide incidental or temporary help to a member in maintaining this plot, the member himself must play the major role in working his/her plot.

Enforcement: Members are encouraged to report any infraction of this Rule to the Rules Committee. Members are allowed to arrange with friends or relatives to tend their gardens during short absences caused by business trips, vacations, or illnesses. To avoid being cited for failure to maintain a plot, members must notify the **Rules** Committee of anticipated absences of more than three consecutive weeks and of arrangements made to work their plot.

Rule 2.2 Each member is responsible for demonstrating at all times that his/her assigned plot is being utilized as a garden.

Purpose/Description: Fairness to those who would like to garden but are not assigned a plot dictates that each plot be effectively utilized by the member to whom it is assigned. Effective utilization is demonstrated by clearing weeds, working the plot no later than May 1st of each year, and making full use of the majority of the plot for cultivation throughout the growing season. At no time should weeds predominate.

Enforcement: The **Rules** Committee will inspect the Garden area to determine which plots have not been at least partially planted by the May 1st deadline.

Members who have not planted by the May 1st deadline, or who have excessive weeds at any time during the growing season, will be notified and given one week to rectify the situation. A member who is notified three times after the beginning of the growing season for failure to comply with this **Rule** may have his/her plot reassigned. During each growing season, the **Rules** Committee will conduct regular inspections of the garden and identify plots that are not being maintained. Specific problems to be identified are plots in which weeds clearly predominate over crop plants. Members with offending plots will be notified and given one week to rectify the situation. Those who fail to do so may have their plot(s) reassigned.

Rule 2.3 Plots must be prepared for the winter no later than November 30th of each year.

Purpose/Description: Maintenance of a pleasing appearance for the Garden area requires that old crops, stakes, trellises, and other structures be removed from individual plots and cleared at the conclusion of the growing season. Perennial crops still bearing and crops that will winter over in the soil need not be disturbed, but all areas of the plot not covered by such crops must be turned over or covered with organic mulch or planted with an organic crop cover.

Enforcement: The **Rules** Committee will inspect the Garden area on or about December 1 to determine which plots have not been properly put to bed for the winter. Members whose plots fail to comply will be notified and given one week to comply. A member who is notified three times after the end of the growing season for failure to comply with this **Rule** may have his/her plot reassigned.

Rule 2.4 Gardeners who plant perennial or other permanent or semi-permanent crops do so at their own risk.

Rule 2.5 No member shall carry out any gardening activities in such a way as to unreasonably interfere with the activities of neighboring gardeners or possibly endanger the safety of the garden.

Purpose/Description: The Board of Directors must have a means of controlling gardeners who make changes in ways that interfere with neighboring plots or expose members to situations that may not be safe. Changes that impede natural drainage or adversely affect neighboring plots, the construction of plot borders that rise more than 6 inches above the natural surface or digging ditches 6 inches below the natural surface may be prohibited. No activity to correct a drainage problem, such as digging a ditch across a chip path or laying a drainpipe, may be undertaken by an individual without express approval of Members of the NSCGA Board. Use of grills and other outdoor cooking devices in plots or common areas except for the designated picnic area is strictly prohibited.

Rule 2.5.1 Trees may not be maintained within garden plots assigned after the effective date of these Garden **Rules**. Shrubs taller than 6 feet are also prohibited. Shrubs taller than 6 feet must be removed or trimmed as necessary to stay within the 6 foot limit. Wall plots as of the effective date of these Garden **Rules** are no longer exempt from this **Rule**. Any trees that exist in wall plots after the effective date of these Garden **Rules** may be removed by the Garden Association with notice to the plot holder.

Rule 2.6 Fences erected around garden plots must be no higher than 6 feet and be easily removed when the gardener relinquishes his membership. Fences also should be made of materials that pose minimal danger to birds and blend with the environment.

Rule 2.6.1 Gardeners may not erect plot perimeter fencing of brightly colored materials such as orange or lime green.

Rule 2.6.2 Gardeners may not place metallic streamers, neon-colored ribbons, or flashers on fencing.

Rule 2.6.3 Gardeners may not erect internal structures that are higher than six (6) feet. Any internal structures must be adequately secured and nonpermanent. Members may erect temporary winter gardening structures to extend the gardening season; in accordance with the recommendations of the D.C. Department of Parks and Recreation, these winter gardening structures shall be limited to cold frames or low, covered tunnels no taller than 3 feet in height in order to withstand winds, not shade neighboring plots, and blend into the surroundings.

Rule 2.6.4 Gardeners may not maintain ponds, bird baths, or engage in other practices that result in standing water in plots.

Rule 2.6.5 Furniture used in garden plots must be specifically designed for outdoor use. Household and office furniture is prohibited.

3. Maintenance of Garden Plots and Chip Paths

Rule 3.1 Maintain plot in neat and reasonably weed-free condition at all times. All gardeners must maintain their plots in a neat and reasonably weed-free condition at all times.

Enforcement: The **Rules** Committee will conduct periodic inspections of the garden area to identify plots that require attention and notify delinquent plot holders. Violators will be notified and given one week to bring their plot into compliance. Those who fail to do so may have their plots reassigned.

Rule 3.2 Maintain chip paths adjacent to own plots in good condition and free of weeds. All gardeners must maintain chip paths adjacent to their plots in good condition and free of weeds.

Enforcement: During regular inspections of the garden area, the **Rules** committee will determine the paths in need of maintenance and cite the member whose plot is adjacent to the offending path. Members will be given one week to correct the violation.

Rule 3.2.1 The width of major paths throughout the garden (those that traverse the garden and those with hose connection) shall be maintained at a minimum of 3 feet. The **Rules** Committee will monitor and cite infractions.

Rule 3.2.2 Gardeners shall at all times maintain an interior wood chipped border of at least 6 inches in width adjacent to neighboring plots.

Rule 3.3 No trash, litter, or refuse of any kind may be left in plots, common areas, shed area, park area, or at the curbs.

Enforcement: Infractions or violations of the above **Rule** should be reported to the **Rules** committee. The **Rules** committee will investigate, and if a gardener is found to be in violation of the **Rules**, he will be notified in writing. Repeated violations of the **Rules** could result in the reassignment of the plot.

Rule 3.4 Storage of Gardening supplies

Trash, excess lumber, and other gardening supplies may not be stored in the plot for long periods of time.

Purpose/Description -Unightly accumulations of gardening equipment or supplies can detract significantly from the appearance of the garden area. Gardeners are encouraged to take items home. Gardeners may not store personal items in the shed.

Enforcement: The **Rules** Committee will make REGULAR inspections of the garden area and determine if a plot is in violation. The gardener of the offending plot will be notified and be given one week to correct the violation.

4. Other

Rule 4.1 Members responsible for children. Members are at all times responsible for any damage caused by children accompanying members to the garden area.

Rule 4.2 No dogs and other pets allowed in the garden area.

Enforcement: Infractions or violations of the above **Rule** should be reported to the **Rules** Committee. The **Rules** Committee will investigate and if a gardener is found to be in violation of the **Rules** he will be notified in writing. Repeated violations of the **Rules** could result in the reassignment of their plot.

Rule 4.3 Members must exercise common courtesies in the use of community tools and hoses and promptly clean and return tools to the shed IMMEDIATELY after use.

Rule 4.4 Members are prohibited from planting crops, erecting structures or compost piles, or making improvements whatsoever outside boundaries of their assigned plots without approval of the Board of Directors. Compost bins or composting is not permitted anywhere on the garden site including individual plots. Composting is only permitted in the designated communal compost area located at the rear of the lower garden. Only non-invasive plant material can be disposed in the compost pile. No kitchen food items, refuse from home, rose cuttings or trash such as plastic bags, pieces of wood, plastic containers or netting are permitted in the compost area. For assistance in identifying weeds and pictures of individual weeds go to: <https://extension.umd.edu/hgic/weeds>.

Enforcement: Infractions or violations of the above **Rule** should be reported to the **Rules** Committee. The **Rules** Committee will investigate and if a gardener is found to be in violation they will be notified and given one week to correct the violation. Failure to comply could result in the reassignment of the plot.

Rule 4.5 No material of any kind may be removed from another plot, including those unassigned, abandoned or vacant, without prior approval of the Board of Directors.

Enforcement: Violations of the above **Rule** will be investigated by the **Rules** committee. If a gardener is found to be in violation of the above **Rule** he will be notified and given one week to correct the infraction. Failure to comply could result in his/her plot being reassigned. Renewed membership may not be allowed.

Rule 4.6 Unless otherwise specified in these Gardening **Rules** of the By-Laws, the **Rules** Committee shall mail a citation of a **Rule** of By-Law violation to the offending gardener. If, after seven days from the date of mailing, the violation has not been corrected, a second citation may be mailed, warning of possible forfeiture and reassignment of plot. If, after seven days from the date of the second mailing, the violation has not been corrected, a letter of termination may be sent by certified mail to the cited gardener. This letter shall inform the garden member of his/her right to appeal, as provided in the By-Laws. A written appeal must be filed with the Board of Directors within ten days from the date of receipt of the termination notice. When the violations continue during a current garden season in which the member has been repeatedly cited and the cited member gardens only in response to citations, the **Rules** Committee may recommend to the elected NSCGA Board of Directors that the membership be revoked. The elected NSCGA Board of Directors will make the final decision.

Rule 4.6.1 When plots are assigned to new gardeners in mid-season, the new gardener shall have two weeks to make a good faith effort to clear and cultivate the plot. Failure to work it within that time frame will result in the plot being reassigned without further notice, unless the new gardener has made arrangements with the **Rules** and/or membership committee chairs.

Rule 4.7 No invasive plant species may be grown at the garden site. Please refer to the Plant Invaders of Mid-Atlantic Natural Areas for guidance before purchasing plants.

<http://www.maipc.org> and http://www.dnr.state.md.us/wildlife/Plants_Wildlife/invintro.asp and

<http://www.invasive.org/eastern/>

Members are explicitly prohibited from planting or growing Loosestrife (*Lythrum salicaria*), Lizard Tail a.k.a. Chameleon plant (*Houttuynia cordata*), Buddleia (butterfly bush), and Passion vine (*passiflora incarnate*). Mint may not be planted in the earth in garden plots; it may be grown only in a pot placed on the surface of the plot, not buried in the earth.

Jerusalem artichoke (*Helianthus tuberosus* L.) Raspberry, Blackberry and Gooseberry plants may be planted only in wall plots. Invasive plants are not to be disposed of by burial or deposited into the compost pile or anywhere at the garden site.

Existing invasive plants must be bagged and removed from the grounds of NSCGA and disposed of in city trash receptacles outside the boundaries of NSCGA.

Rule 5. The Newark Street Community Garden is organic and actively supports the Integrated Pest Management and Hazardous Waste Disposal policies outlined by the D.C. Environmental Regulation Administration as methods to protect the drinking water, aquatic life, bird and bee populations that represent the biological diversity of this city.

Purpose/Description: All pesticides, fertilizers, fungicides and weed-killers that contain variations on the following environmental hazard label are hereby banned from Newark Street Community Garden:

"Dangers": "Causes irreversible eye damage. Harmful if swallowed or inhaled. Launder clothing separately before reuse. Avoid contact with skin and clothing. Keep children and pets away. This product is not to be used on golf courses or sod farms. Do not apply to plants to be used for food or feed."

Environmental Hazards: "This product is toxic to fish, birds, aquatic invertebrates, aquatic life stages of amphibians. Do not apply directly to water, to areas where surface water is present. Highly toxic to bees. Do not allow to drift on to blooming crops if bees are present. Do not apply around wells or where the water table (groundwater) is close to the surface or where the soils are very permeable. Don't spray near surface waters or dispose of equipment waste waters in public water sources. Fatal to dogs, pets, and children."

Under no circumstances should any hazardous waste be disposed of in the city water system or on the soil of Newark Street Community Garden. Save any old chemical fertilizers, pesticides, fungicides, and weed killers in your home and call the D.C. Recycling office at 727-5856 to inquire about the date of the next seasonal hazardous waste collection. The following chemical compounds are currently considered hazardous wastes according to the Environmental Hazards Management Institute:

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Arsenicals (including lead arsenate, calcium arsenate, Paris green) Botanicals (including pyrethrins, rotenone, nicotine) Carbamates (including carbaryl (Sevin-r), aldicarb (Temik-r), Carbofuran (Furand-an-r), propoxur (Baygon-r) Chlorinated hydrocarbons (including DDT, Aldrin, Endrin, Kepone, Dieldrin,

heptachlor, chlordan, Dicofil, Lindane)Organo-phosphates (including Parathion, Malathion, Diazinon-r, Dichlorvos, Chlorpyrifox)Fungicides (including captan, folpet anilazine, zinc/copper compounds) Herbicides (including 2,4-D, glyphosphate, prometon)Rat and mouse poisons (including brodifacoum, coumarins, strychnine) Roach and ant killers (including organo-phosphates, carbamates, pyrethrins)

The following chemical compounds are recognized toxins and need to be treated as such and avoided: organochlorines (including ammonia, naphtha, naphthalene, acetone, chloring, chloroform, chlorainines, polychlorinated bipheylsm polyvinyl chloride, DDT);phenols (including carbolic acids, pentachlorophenol, and phenolic synthetic resins), combustion gases (including paraffin/kerosene), sulphur dioxide, nitric oxide, nitrogen dioxide, and carbon dioxide), metallic particles (including cadmium, lead, aluminum, mercury, and copper), petrochemicals (all petroleum-based products), formaldehyde, nitrates (in chemical fertilizers).

In place of chemicals, Newark Street Community Garden members are encouraged to share information, to educate and support Integrated Pest Management, companion plantand to utilize crop rotation.

Enforcement: Suspected violation of this **Rule** should be reported to the Agricultural Education Committee in enclosed sealed envelope indicating the plot number and violating practice. The Agricultural Committee will determine alternative practices to recommend to the violator and send a citation, warning, and recommended remedial behavior. Continued observance of violating practice will warrant dismissal from NSCGA. Renewed membership will not be allowed.

Note: Senior Gardeners is a term that refers to those members who, prior to the fall of1998, possessed multiple garden plots. These members were allowed by vote of the association to retain two plots until they leave the association.

Fairness to those who would like to garden, but are not assigned a plot, dictates that each member be limited to one plot. Because of the small size of "wall plots" (approximately 2ft. X 20ft), members with good gardening records may be assigned both one regular plot and a wall plot. Wallplots will not be assigned to members with a history of

Rules infractions. "Senior Gardeners" are restricted at all times to a maximum of two regular plots; those "Senior Gardeners" who possessed wall plots in October 1982 may also, however, possess one wall plot.

2. DC DPR CODE OF CONDUCT



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Parks and Recreation
Parks & Environmental Conservation Division



DC DPR CODE OF CONDUCT FOR THE NEWARK STREET COMMUNITY GARDEN ASSOCIATION

The following rules comprise the DPR Garden Code of Conduct that all gardeners, participating in any way at a DPR Community Garden, must adhere to. They are in addition to the Rules for Newark St. Community Garden Association. By paying this invoice, you are agreeing to these rules. Consequences for failure to adhere to the code of conduct may include but are not limited to the loss of use of a personal garden plot.

I. Membership Requirements

- A. All members must volunteer a certain number of hours, determined by the garden manager, maintaining common areas or attend a certain number of volunteer events every year to keep their garden plot. Common areas can include, but are not limited to public plots, fences, area around the garden border, garden isles, and tool shed.
- B. Each garden manager determines the volunteer requirement and how to monitor each person's contribution.
- C. By paying this invoice, all gardeners are verifying that they have read, understand, and accept the DPR liability form and this DPR Garden Code of Conduct.
- D. All members must abide by all garden rules, Garden bylaws, DPR rules, and DC laws. Failure to follow any of these rules and laws may result in the loss of the member's garden plot, determined on a case-by-case basis, by either the Garden manager or DPR in its discretion.
- E. All members may only garden one personal garden plot per household.
- F. All members are restricted to one garden plot per household at one DPR community garden. Members cannot garden a personal plot at more than one DPR community garden.
- G. If there are multiple people gardening in one plot, all members must sign a waiver and code of conduct.

II. Members voluntarily leaving their plot

- A. If members wish to leave their garden plot they must contact the garden manager as soon as possible in writing.
- B. Members cannot assign their plots to another person.
- C. The vacated garden plot will be assigned by the Garden Manager according to the waiting **list**

III. Termination of Membership

A. Safety Violation

- 1. If a garden member violates a DC law or a DPR Code of Conduct that affects the safety of the garden, that member may lose their garden plot and/or banned from the garden. Each case may be determined by DPR and/or the Garden Manager on a case-by-case basis in their discretion. Safety rules include but are not limited to:
 - a) No physical or verbal behavior that's aggressive, intimidating, threatening, harassing or violent in any way.
 - b) No Alcohol within Garden or anywhere on DPR property

- c) No Smoking in the garden or anywhere on DPR property
 - d) No pets in garden
 - e) No non-organic fertilizer, pesticide, herbicide, or fungicide.
 - f) No harvesting or disturbing other people's personal garden plots.
 - g) Gardeners must not erect any structures that the garden manager deems a hazard.
2. Procedure for Safety violation
- a) Immediate threat
 - (1) If anyone's safety is at risk please contact MPD using 911.
 - (2) If immediate assistance is needed (by staff or gardeners) that does not require calling MPD, please call the Park Rangers at 202441-2605.
 - b) Non-immediate threat
 - (1) All staff members, garden managers, gardeners who witness any safety violation must fill out an incident report as soon as possible and submitted to DPR.
 - (2) Based on the incident reports collected DPR will determine the following course of action(s) that could include, but not limited to:
 - (a) Request for follow up information
 - (b) Document incident with no further action
 - (c) Issue a warning
 - (d) Require mediation
 - (e) Remove a gardener from their personal plot for one calendar year.
 - (f) Ban a gardener from a garden
 - (g) Report incident to MPD

B. Garden violations

1. If a garden member violates a non-safety related garden rule that person must remediate the violation or they may lose their garden membership and garden plot immediately. Non-safety rules include by not limited to:
 - a) All gardeners must plant their plots within a month of receiving the plot (weather permitting).
 - b) All returning gardeners must plant their plots by June 1st.
 - c) All gardeners must maintain their plot which entails
 - (1) Controlling weeds and pests in and around their plot
 - (2) Harvesting ripe vegetables before they rot
 - d) All gardeners must complete their volunteer requirement set by the garden manager.
 - e) Gardeners must not erect any permanent structures or structures that block sun from another garden plot.

C. Warning System

1. (Day 0) The garden manager must make a documented attempt by the usual contact method to issue a warning.
2. (Day 7) After waiting a week if the problem still persists, the garden manager must make another documented attempt by a different form of contact, stating clear consequences.
3. (Day 14) After waiting another week, the garden manager must make a documented attempt over the phone or in person to make contact.
4. If contact is made, the member who committed the violation must create an action plan to remediate the problem with the garden manager.
5. (Day 21) If there is no contact after a week or if the remediation plan fails, the garden manager may ask the garden member to leave their plot.

