

- C. Coordinates meetings for Leadership Team and for general membership
- D. Develops the annual calendar

- **Membership Coordinator** (City Representative)

- A. Assign plots and maintains waiting list
- B. Maintains up-to-date contact list
- C. Coordinates the registration and payment process
- D. Communicates with members regarding membership status

- **Communication Coordinator**

- A. Primary point of contact for communications to and from members
- B. Maintains PCG Facebook page and promotes members to use it
- C. Assists with keeping and posting Leadership team notes

- **Maintenance Coordinator**

- A. Checks regularly for plot maintenance (weed, ripe produce, neglect)
- B. Notifies Membership Coordinator when there are maintenance or harvest issues with a gardener
- C. Oversees maintenance of common areas, garden work log and work parties

3.3 Election of Leadership Team Members – Coordinators are unpaid volunteers nominated from the garden membership and elected annually during the Fall Annual Members meeting. The Team will provide garden leadership, garden management and direction on reaching the goals of the garden. Team members serve a maximum 3-year term. Team members are elected by majority vote of those members who attend and by any member requesting an absentee ballot for the Fall Annual Membership meeting. Eligibility for an absentee ballot requires completion of at least 5 hours of logged volunteer work of which at least 3 hours are completed at the Team organized work parties.

3.4 Committee Members and Meeting Process – If two Leadership Team members reside in the same household they will share one vote during Committee meetings.

Article 4 – Garden Plot Assignment

4.1 Definition – Plots measure 10 feet x 10 feet

4.2 Plot Assignment – Garden plot assignments will be determined by the Membership Coordinator.

- Limit of two sites per household for **returning gardeners**. Limit of 1 site per household for new gardeners.
- Additional plot requests in excess of the limit will be added to a waitlist.
- A free-standing tool shed will be provided for garden members' shared use.
- Garden waste bins will be on site.
- Wood chips and compost will be available on site.
- Water for gardens is available on site from April 1st through October 31st.

4.3 Reserving a Registered Plot for the Following Year – Between the year end PCG meeting in October and January of the following year, each member will notify the Membership Coordinator (BCarter@puyallupwa.gov) if they wish to reserve their current plot(s) (up to two plots) for the following year and must pay the membership fee no later than the due date of March 1st. The reservation is void unless payment is made by the due date. If payment is not made by the due date, the plot(s) may be reassigned.

4.4 Additional Plots – Gardeners will have the opportunity to acquire one additional plot, if available, on April 1st each year if their name is on the waiting list. An additional fee must be paid before a gardener can begin working on the additional plot.

4.5 Neglected Plots – A gardener will be alerted if their plot(s) needs attention. The Leadership Team will attempt to contact the gardener by phone and/or email and make attempts to resolve the issue. Lack of resolution of maintenance issues can result in loss of garden plot(s). Any plot not being worked by May 1, or if assigned later in the season, within 2 weeks of assignment will be determined to be abandoned and made available for reassignment.

4.6 Composting and Garbage – Organic materials generated by the garden should be deposited in the yard waste bins at the garden. There is no garbage pickup at the PCG. Gardeners must haul away any non-compostable refuse generated.

Article 5 – Membership Participation

5.1 Minimum Participation – Members must contribute at least 5 volunteer hours per year maintaining common areas and/or participating in PCG events or projects. The Leadership Team will maintain and post a list of the communal garden areas that need attention, maintenance tasks that gardeners can complete, and any scheduled work parties. The maintenance list can be found on the Facebook group, and will be shared via email. Each member will need to document their volunteer hours and report them to the Maintenance Coordinator. Failure to volunteer the minimum number of required hours may result in forfeiture of plot(s) the following year.

5.2 Behavioral Standards – Membership and garden privileges may be revoked by the Leadership Team for the following behaviors: disruptive or aggressive behavior, damaging or taking other gardener's crops without permission, abuse or removal of garden tools, or misuse of water. The PCG is located on City property, so alcohol and drugs will not be tolerated in the garden.

Article 6 – Conflict Resolution

6.1 Conflict Resolution – Should any conflict arise, the gardener will communicate in email or letter to the Membership Coordinator. The Leadership Team will acknowledge receipt by email or phone within 48 hours. The Leadership Team will attempt to resolve the conflict in a timely manner. For unresolved conflicts, the Leadership Team will meet with the Membership Coordinator to facilitate a solution.