

# POSH SQUASH ORGANIZATIONAL PLAN AND BYLAWS

## A. PREAMBLE

*The Posh Squash exists to supply fresh, organically raised, seasonal produce for Gardener members, and to afford them the opportunity to garden in the company of like spirits in an environment of sociability, shared responsibility, concern and respect for fellow gardeners, the plants, and good stewardship of the environment. Like The Sea Ranch to which it is contiguous and from which its members come, The Posh Squash lives lightly on the land in its care.*

*The direction of the Posh Squash by the Steering Committee and its Chair, to whom necessary authority is delegated, shall be conducted to ensure effective planning and management, transparency and accountability, and shall be responsive to and reflective of the needs the Garden and its Gardeners.*

## B. ORGANIZATIONAL PLAN

### 1. MEMBERSHIP

- a. Regular membership in the Posh Squash ("Garden") is open to all Sea Ranchers on a space available basis.
- b. Membership may be by family or individual.
- c. All Members ("Gardeners") shall make their best efforts to commit to weekly work obligations, two work parties a year, one Saturday morning a year of watering duty, and to participate at least 50% of the gardening year.
- d. Payment of annual dues is a requirement for membership.
- e. Dues are assessed in an equal amount for a family or individual.
- f. Membership is for a calendar year, beginning with the Annual Organizational Meeting in January or February.
- g. The Steering Committee may create a special category of membership based on extraordinary service.

### 2. STEERING COMMITTEE

- a. The Steering Committee shall consist of the following positions:
  - i. Officers
    - 1). Chair/Co-Chairs
    - 2). Vice Chair/Co-Vice Chairs
    - 3). Secretary
    - 4). Treasurer
  - ii. Day Leaders
  - iii. Planting Team Leader(s) (s)
  - iv. Managers and Specialists
    - 1). Project and Maintenance Manager(s)
    - 2). Greenhouse Manager(s)
    - 3). Irrigation Systems Manager(s)
    - 4). Supply Coordinator(s)
- b. A Gardener may hold more than one position on the Steering Committee.
- c. Any member of the Steering Committee shall have only one vote notwithstanding the number of positions she/he may hold.

- d. Only one vote per Day, Planting Team Leader, Manager and/or Specialist position is allowed regardless of whether there are co-leaders.
- e. All members of the Steering Committee shall be members of the Garden.
- f. Meetings
  - i. The Steering Committee shall ordinarily meet once a month except December.
  - ii. A quorum shall consist of a majority of the members (persons) on the Steering Committee.
  - iii. Special meetings may be called by a majority of the Steering Committee members or by the Chair.
  - iv. Minutes of meetings shall be kept to record decisions and other business.
  - v. Minutes shall be made available to the Gardeners.
  - vi. Gardeners are welcome to attend Steering Committee meetings and participate in discussions or make presentations, but may not vote.
- g. Responsibilities
  - i. Confirm the Chair's appointments to Steering Committee.
  - ii. Establish conditions and obligations of membership in the Garden.
  - iii. Set goals for roster sizes for the Garden as a whole and for Day Crews.
  - iv. Review, modify if necessary, and approve the operational plans as presented by the various functional members of the Steering Committee.
  - v. Establish the amount of annual dues and approve the annual budget.
  - vi. Oversee and regulate budgets and expenditures.
  - vii. Under the leadership of the Chair, interact and negotiate and effect agreements on behalf of the Posh Squash with parties and persons of interest internal and external to the Garden.
  - viii. Periodically review and, as needed, amend the Plan of Organization and Bylaws as referenced in Section C.

### 3. OFFICERS OF THE STEERING COMMITTEE

- a. Chair/Co-Chairs - Duties and responsibilities
  - i). Provide overall direction of Garden activities.
  - ii). Schedule, prepare agendas, and chair Steering Committee meetings and other Garden meetings and functions.
  - iii). Appoint Gardeners to Steering Committee positions for Steering Committee confirmation.
  - iv). Interact as interface on behalf of the Garden with persons and organizations external to the Garden.
- b. Vice Chair/Co-Vice Chairs - Duties and responsibilities
  - i. Assume the duties and responsibilities of the Chair/Co-Chair in any absence of the Chair/Co-Chair or in the event the Chair/Co-Chair is unable to perform her/his duties.
- c. Secretary - Duties and responsibilities
  - i. Take and keep a record of the minutes of the Steering Committee.
  - ii. Prepare, respond to, and maintain a file of Garden correspondence.

- d. Treasurer - Duties and responsibilities
  - i. Collect and record payment of dues.
  - ii. Prepare and maintain the annual roster of Gardeners.
  - iii. Pay bills incurred and reimburse authorized expenditures by Gardeners.
  - iv. Maintain accounts, budgets, and other financial records.
  - v. Report monthly on the financial condition of the Garden to the Steering Committee.
  - vi. Provide financial analyses as needed.

#### 4. ELECTION OF OFFICERS OF THE STEERING COMMITTEE

- a. The Chair/Co-Chairs, Vice Chair/Co-Vice Chairs, Secretary, and Treasurer shall be elected biennially by the Steering Committee.
- b. Candidates for election shall be members of the Posh Squash.
- c. Election shall be by majority vote of the Steering Committee.
- d. The terms of office for all officers shall be two years, which shall begin on January 1<sup>st</sup> of odd numbered and end on December 31 of even numbered years.
- e. The Chair/Co-Chair may serve no more than two consecutive terms.
- f. Officers other than Chair/Co-Chair may succeed themselves for terms of two years without limit.
- g. The timeline for the election process shall be as follows:
  - i. September of each even numbered year
    - a). Chair/Co-Chair designates a member of the Steering Committee to oversee and implement the election process (Election Coordinator)
    - b). Chair/Co-Chair announces the initiation of the process of election for the following two years.
    - c). Election Coordinator confers with incumbents to ascertain availability for re-election and solicits nominations.
    - d). Nominations may be by self or by members of the Steering Committee.
  - ii. October
    - a). Election Coordinator shall present a slate of candidates at the October Steering Committee meeting.
    - b). Further nominations shall be entertained.
    - c). Nominations shall be closed at the October meeting of the Steering Committee.
  - iii. November
    - a). Steering Committee shall vote on the slate presented, or if so voted, the slate shall be divided and Offices voted separately.
    - b). Should one or more Offices have two or more candidates, the Election Coordinator shall provide a secret ballot.
    - c). The Election Coordinator and a member of the Steering Committee not on the ballot shall tabulate the votes and announce the results.

- d). The term of office for newly elected Officers shall begin on January 1<sup>st</sup> of the following year.
- e). An Officer position vacancy may be filled by the Steering Committee at any time it occurs.

## 5. DAY LEADERS

- a. Election of Day Leaders
  - i. A Day Leader shall be elected by the Steering Committee for each day crew of the gardening week.
  - ii. Input from respective Day Crews shall be solicited via email, phone or in person and considered by the Steering Committee in electing Day Leaders.
  - iii. The position of Day Leader may be shared by two or more Gardeners, in which case the Co-Day Leaders shall be members of the Steering Committee.
- b. The duties and responsibilities of Day Leaders shall include:
  - i. Direct and supervise the activities of Gardeners of the respective Day Crew.
  - ii. Address priority and other tasks listed on the Chore List.
  - iii. Inform, instruct, disseminate and promote Posh Squash principles and practices to his/her Day Crew.
  - iv. Encourage by teaching, demonstration, and example the development of gardening knowledge, principles, and skills among her/his Day Crew.
  - v. Take responsibility by delegation or in person for the daily watering schedule as outlined in the watering sheets and watering guidelines.
  - vi. Notate work done on planting records and other pertinent information performed on his/her workday or needed in the Chore List, Planting Team Binder, or other records.
  - vii. Convey to Day Crews information from the Steering Committee.
  - viii. Lead discussions to solicit information and opinion to inform the Steering Committee in its decisions.
  - ix. Advise the other day leaders via email what was completed and any other pertinent information on the day that they led their team.

## 6. PLANTING TEAM

- a. The position of Planting Team Leader may be shared by two persons, both of whom shall be members of the Steering Committee.
- b. Planting Team Leader(s) Responsibilities:
  - i. Lead the Planting Team.
  - ii. Appoint Gardeners, other than permanent members, to the Planting Team on the basis of particular skills, knowledge, and ability to contribute. The Greenhouse Managers are permanent members of the team.
  - iii. Present to the Steering Committee plans and implementation schedules for essential gardening activities, such as:
    - a). Inventory and ordering of required seeds
    - b). Crop allocation

- c). Greenhouse schedule
- d). Bed allocation and rotation
- e). Planting schedules, methods, and procedures
- f). Watering schedules and methods
- iv. Prepare the weekly chore list and watering schedule, and assign priorities for bed preparation, planting, watering, weeding, harvesting and other gardening work.
- v. Coordinate and work with Plant Parents.

## 7. MANAGERS AND SPECIALISTS

- a. Project and Maintenance Manager(s)
  - i. Analyze and present proposals for activities necessary to keep the physical assets of the Garden in good-functioning condition.
  - ii. Direct and coordinate construction and maintenance projects approved by the Steering Committee.
- b. Greenhouse Manager(s)
  - i. Supervise and conduct Greenhouse operations.
  - ii. Coordinate with the Planting Coordinator.
  - iii. Recruit and educate Gardeners in greenhouse operations.
  - iv. Serve as member of the Planting Committee.
- c. Irrigation System Manager(s)
  - i. Plan, procure equipment, supplies and materials.
  - ii. Install and maintain the irrigation system.
  - iii. Recruit Gardeners and develop their skills to assist in the proper installation, effective use and maintenance of the irrigation system.
  - iv. Educate Gardeners in the skills of effective irrigation system use, including the use of timers, proper handling and storage of irrigation systems, and how to perform minor system repairs.
- d. Supply Coordinator(s)
  - i. Coordinate and effect purchases of supplies, materials, and equipment.
  - ii. Oversee and maintain Garden inventories.
  - iii. Solicit purchase requests.
  - iv. Coordinate with the Treasurer.

## 8. APPOINTMENT AND CONFIRMATION OF NON-OFFICER POSITIONS

- a. Specialists and Managers shall be appointed by the Chair/Co-Chair and confirmed by a majority vote of the members of the Steering Committee.
- b. Candidates appointed for confirmation shall be members of the Posh Squash.
- c. Non-Officer positions may succeed themselves for a term of one year, renewable indefinitely, subject to annual approval.
- d. A vacancy in a Non-Officer position may be filled by the Steering Committee at any time.

## 9. OTHER POSITIONS AND FUNCTIONS

- a. The Chair may with the confirmation of the Steering Committee designate positions and functions and appoint Gardeners to fill them. These appointments are for a one-year term, renewable indefinitely, subject to annual approval.
- b. Such positions do not entail membership in the Steering Committee.

- c. Specialized positions and functions may include, for instance:
  - i. Particular crop person, e.g., Plant Parent or Plant Parent Team
  - ii. Archivist
  - iii. Newsletter editor
  - iv. Website Manager
  - v. Compost Manager

#### 10. COMMITTEES

- a. Establishment of Committees
  - i. The Steering Committee may establish additional standing committees.
  - ii. The Steering Committee may establish specialized, single purpose, and ad hoc committees.

#### C. AMENDMENT OF THE ORGANIZATIONAL PLAN AND BYLAWS

The Steering Committee may revise and amend the Organizational Plan and Bylaws by a majority vote.

*Adopted Summer 2004*  
*Amended November 2008*  
*Amended/revise October 2012*  
*Amended/revise November 2013*  
*Amended/revise October 2014*  
*Amended/revise October 2016*  
*Amended/revise March 2020*