

Revised February 2022; Revised August 2023

University Apartments South Residents' Association (UASRA)

Community Garden Supervisor By-Laws

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The purpose of the Community Garden Supervisor is to coordinate the use of the gardens at University Village for residents and to serve as a resource and advisor to resident gardeners.

DESCRIPTION

The Community Garden Supervisor is an appointed officer in the UASRA. They are under the jurisdiction of the President.

ELIGIBILITY

Any registered tenant (18 years and older) of University Apartments/South. RESPONSIBILITIES

A. Meetings

1. The Community Garden Supervisor is required to attend monthly General Assembly meetings and if invited, to the General Board meetings. It is at the meeting that the Community Garden Supervisor has an opportunity to report any information regarding their duties to the General Assembly.
2. If unable to attend a meeting, the Community Garden Supervisor should notify the President 48 hours in advance, unless it is an emergency, in which case notice should be given as soon as practicable under the circumstances. Care must be taken to regularly attend the meetings.
3. If the Community Garden Supervisor decides to resign, they must provide a written notice to the President at least 30 days before resignation.

B. Blogpost/Website/Facebook page information

The Community Garden Supervisor is admin of the UASRA garden facebook page. It is used for announcements and information sharing along with open discussion with and among gardeners.

Supervisor must write at least two articles/blog for the UASRA website per calendar year. They must share the garden agreement policy, fee information, garden assignment protocol to the website editor to keep information updated on the Garden program webpage. These details shall be available/visible at all times before residents' apply for a garden plot, are on the waitlist or receive a plot.

C. Duty towards Gardens/Master gardeners

1. Assign garden plots to residents and maintain the garden requirement waiting list according to the policies and procedures below.

2. Find master gardeners for each garden area and receive their feedback via email regularly (at least once per month) about garden activity/substantial overgrowth of weed, tools/equipment status etc . Inspect the garden sites after receiving feedback from master gardeners and send email to gardeners about their status/improvements/warning in case of inactivity/substantial overgrowth of weeds. Master gardeners can arrange/organize the garden area, create a local gardeners' interconnected community/meetings/events, provide suggestions/feedback about gardening, purchase tools/equipment as per their garden area needs and within the budget of their respective area by letting the garden supervisor know. For reimbursements, master gardeners should fill out the

UASRA reimbursement form, and send it to the UASRA treasurer (uasratreasurer@gmail.com) and by cc'ing garden supervisor on it. If a master gardener is unable to do it, the Community Garden supervisor can carry out the purchase/reimbursement steps and keep the budget details up to date complete with receipts and invoices.

In case the supervisor finds it difficult to find a Master gardener among gardeners, they can reach waitlist families and the one accepted for the role can have a waitlist jump.

In case a master gardener is still not found, waitlist families can be offered a 30\$ fee exemption, only if they accept the role for the entire one year. If the master gardener who availed a fee exception leaves the role before a year, they lose the plot.

Keep webeditor informed of all master gardeners for the website to be updated with their names and garden IDs on the page 'garden information center'.

Assign worm-bin to active master gardeners. Keep all compost related equipment information updated to webeditor so the information is updated on the website (Garden information center).

Provide basic teaching regarding worm-bin to the master gardener if requested and required. Educate master gardeners that the harvested compost must be shared with a larger community via posting availability on facebook page or emailing their housing gardeners.

Give access as 'viewer' to the automated sheet so master gardens can view their current gardener's detail for easy communications.

Assign the seed library to one of the master gardeners and keep the name of the gardener updated to the website (Garden 3251 currently takes care of seed library and successor MG will take care of the service. Website has information of MG and seed library).

Contact master gardener every 2-3 months to get information on unused plots and encourage them to start inquiry. If they are busy, the supervisor must send garden notice emails.

NOTE: The Master gardeners were added to UASRA Community Garden supervisor's program from July 2019 onwards.

3. Conduct a master gardeners feedback meeting once per three months. Provide them with pest control items for gardeners such as sluggo, neem oil, diatomaceous earth. Have two meets in person. Provide master gardeners UASRA t-shirts, raffles, request for resident of the month program (all in case availability and under budget limit) to encourage participation. At least one event should be joined by the president.

4. Conduct community education/workshops/events to increase community building and improve garden health. At least two events per year. Each event must be approved by the UASRA President. Supervisor should try to include residents and master gardeners in planning and executing the community events. If residents or master gardeners help in the event, they get thankful notes and small gift cards from UASRA gardens (according to UCLA's gift card policy). This encourages more community involvement. At least one event should be joined by the president.

5. Maintain the automated plot assigning program, excel document for current usage and detailed budget/utilization report.

6. Assign 1 plot as a tool storage unit (where applicable) and if possible, maintain plants/seedlings as nursery to offer to the gardeners. NOTE: Plot #5 at 3234 Sawtelle and #15 at 3271 Sepulveda can be used as Nursery to store rescued plants/seedlings to share and can be removed from the list of free-assigning plots because of lack of proper sunlight.

7. Send GID on request from waitlist families.

8. If a plot is reported unused by residents, ask for garden plot pictures, start inquiry with gardener, and keep the master gardener noted of decisions.

D. Handling Problems

1. Use uasragardener@gmail.com account to communicate with gardeners and residents on waitlists.

2. In case of two joint Community Garden supervisors, the duties will be divided amongst them, projects, programs and protocols should be communicated between both parties by keeping the UASRA President informed. Both joint Community Garden Supervisors shall oversee garden projects in consensus.

3. Mediate any gardening problems among gardeners and communicate with the UASRA President.

4. Gather information from master gardeners and report problems with sprinklers, fences, gates, and locks to University Apartments facilities management staff. Master gardeners can be encouraged to report the issues directly too.

5. Display garden regulations at each garden area by consulting UASRA President/Board and keeping a copy in the digital binder on google drive.

5. Stay in communication with the UASRA President for changes/review to any garden program. Update about the program and any major changes/community projects at the General Assembly. Plan the event and budget with the president.

POLICIES

1. Plots are assigned on the remittance of \$30.00 non-refundable fee.
2. Residents shall only be assigned to one garden plot that is within the complex of their residence. University Village--Sepulveda residents will have access to the Sepulveda gardens only. University Village--Sawtelle residents will have access to the Sawtelle gardens only. Keystone-Mentone residents will have access to the Keystone-Mentone gardens only and any additional gardens for that specific UAS complex.
3. Garden plots are a limited resource. To allow as many residents as possible to enjoy this resource, plot gardeners shall maintain their gardens in good health. Supervisor must take preferably an announced walk-through during the spring season and send out notices to unused plots.
4. The gardens are organic; pesticides, non-organic fertilizers, and other chemical applications are not allowed.
5. All plants are acceptable to be planted directly in soil, as long as they don't infiltrate neighboring plots and/or shadow the nearby plots. Plants that grow into neighboring plots shall not be allowed. Gardeners shall trim their plants to prevent cross-over to the neighboring areas and to keep their heights within 4 feet.
6. To guarantee sunlight to all the plots, plants shall not be taller than 4 feet. If any plant reaches to more than 4 feet, the Community Garden supervisor will examine the situation and offer awareness/alternatives.
7. It is each gardener's responsibility to water, weed, and maintain healthy plants on their plot and to remove any trash deposited in the garden.
8. The garden gate must be kept closed and locked (where applicable) when not in use. Children are encouraged to participate in gardening activities only with adult supervision.
9. Poor maintenance of the garden plot will result in a violation notice to the gardener with a total of two months' period to reclaim the plot. Initially, master gardeners will send a reminder to the gardener after 1 month (by adding Community garden supervisors on the email) in case of persistent inactivity including visible and substantial overgrowth of weeds for up to 1 month. In case of no response/acknowledgment, the Community Garden supervisor will send the first warning to the gardener with 2 week's notice to respond AND tend to the garden. If the problem is not resolved within 2 weeks, the Community Garden supervisor will send the final notice providing additional 2 weeks to respond AND improve the garden activity. Upon no response/acknowledgment, the plot will be reclaimed by 2 week's end. The master gardener of that area will be added to all the warnings and notices sent via email communications. If the gardener cite's exceptional circumstances such as health issues, being out-of-city and other pressing

issues, the Community Garden supervisor will consider their request as per their judgment and if need be offer an extension to a maximum of three months in total only under exceptional circumstances as noted above (including the period of two months of initial reminders and final notices). If need be, situations can be discussed with the UASRA President/Board for further discussion. At the end of this process, the reclaimed plot will be entered into the automated system for the free pool.

10. The UASRA Community Garden Supervisor is entitled to use one garden plot as long as they serve as the Community Garden Supervisor.

11. The UASRA Green Representative is entitled to use one garden plot as long as they serve as the Green Representative.

12. If a resident gardener leaves their garden in violation of the contract and maintenance is required for the garden, the UASRA Community Garden Supervisor shall inform the next-in-line gardener to work on the plot and if help is needed may choose to help, and can seek additional help from master gardeners if available or offer it for volunteership to the waitlisted candidates.

13. The garden equipment including water hoses strictly belong to the gardeners of the area and cannot be used by the general public.

14. December month is off for sending garden notices and meetings.

PROCEDURES

Assigning a Garden Plot:

1. Reach the resident via email announcing availability of a garden plot. 2. Review the regulations and guidelines of the gardening contract.
3. Have the resident complete and sign one copy of the contract.
4. Collect \$30.00 non-refundable fee (cash or check made out to UASRA). If a gardener is unable to pay \$30 due to financial constraints, they may write to uasrboard@gmail.com for waiver consideration.
5. Create an electronic record with contract date, tentative end date, etc.
6. Send an email confirming the plot number, CCing master gardener and introducing to the gardener and the garden gate lock combination where applicable.
7. Update the Garden Record: Remove the new gardener from the waitlist, and add the plot number, contact information, and expiration date.
8. The Community Garden Supervisor must educate each resident upon initial plot assignment on gardening: how to take care of the garden, the rules and regulations, where to find various gardening tools and how to use them, how to compost, and any additional questions that the resident gardener may have. Additional repositories of educational/awareness tutorials for gardening may be deposited on the UASRA webpage and other social media platforms.

9. Once a garden plot is assigned, visible signs of activity should occur in 4 weeks. Removal of unwanted plants left behind from the previous user and de-weeding should be carried out by the new user. If needed, the master gardener/Community Garden supervisor may provide additional help if they are able to.

Adding a resident to the waiting list:

1. Obtain the resident's name, University Apartments address, phone number, and email address from the garden form filled out by the resident and add to the automated assignment system, and record this information with the current date in the appropriate garden's Garden Record.
2. Ensure that after filling the form, the resident is made aware that they will be notified when a plot becomes available and that they will be contacted and must respond within 8 days.
3. Waitlist jump is allowed in case: waitlist family significantly helped in UASRA community events and got a referral from UASRA event coordinator. If a master gardener needs significant help (>3hrs/week) in the garden maintenance then with the supervisor's agreement, a waitlist jump occurs. If supervisor gets significant help and recommends a waitlist jump, this has to go through the president.

Expiration of a garden plot lease:

1. One month before the garden plot lease expires (based upon the tentative end date provided by the resident), contact the gardener to remind them that the lease is expiring in one month.
3. The gardener should try to remove all plants and if unable under exceptional circumstances, notify the master gardener/Community Garden supervisor.

Removing a resident from the waiting list when a garden plot becomes available:

1. Contact the first resident on the waiting list by email with an 8 days response period.
2. If the resident fails to respond in 8 days, send out a second email with a response deadline of 3 more days, in case of no response, archive the resident's information and proceed to the next waitlisted resident.
3. When the resident responds, send them the garden assignment email, information about plot tools, master gardener etc.

Renewing/continuing usage of a garden plot:

1. Residents can keep the garden plot for as long as they stay in UAS AND keep their plots active with an annual plot renewal fee of 30\$ (implemented from 2023-24 session).
2. In case of inactivity, a garden plot will be reclaimed at a total of 2 months: 1 month reminder, 2 weeks first warning and followed by 2 weeks for final warning, as detailed in POLICIES.

RECORDS

The Garden supervisor is responsible for organizing their google drive and keeping recent (at least two previous years) information and samples of forms and flyers in their google drive at the end of their term(s). No data, including email inbox, sent folders and g-drive files can be deleted without discussion with the UASRA board. Regular back-up of data is mandatory. At the end of the academic year, the Community Garden supervisor must submit their Year in Review Report, latest before June end, to receive their final stipend check. The Year In Review, which is a detailed list of the job responsibilities associated with the position, should entail accomplishments from the year, challenges faced, projects taken, changes made and recommendations for the future at the end of their term (by June) or upon resignation. Data deletion/dismantling will result in barring participation in all future UASRA office committees.

STIPEND

The Community Garden Supervisor is to be paid at the end of each quarter (3 months), except for June. In the event if 2 or more residents wish to perform the duties of garden supervisor, the stipend will be split amongst them and they are to take the positions of Joint garden supervisors, using the same official UASRA gmail account and the duties divided.

Let it be understood that due to the nature of the Residents' Association, some issues may arise requiring attention that will not fall under any specific office. In such an event, you may be asked to perform other duties only as designated by the UASRA Board.

If the Garden supervisor by-laws are not upheld, the UASRA board has the right to take action as per ADDENDUM-1, given at the end of this form.

I have read, understood and accepted the UASRA Community Garden Supervisor policies & by-laws.

Name: _____

If nonstudent, Name and student ID of Spouse: _____ Address: _____

Phone # Day: _____ Evening: _____ Email _____

Address: _____ Signature: _____

_____ Date: ____/____/____ Complex: _____

*By-laws subject to change with General Assembly approval

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ADDENDUM-1 for Garden Supervisor's By-laws

1. If General Board meeting and General assembly (GA) meeting is missed, the Garden supervisor will read the meeting minutes published on the google drive and notify the president with any opinion or action plan and participate in any pending voting.

2. If two meetings are missed without notice or responsibilities are not fulfilled, the president will send a warning to the member and the Garden supervisor will have to submit a write-up for their absence and their action plan.
3. Further unexcused/unnotified absence and/or non-compliance with by-laws duties may result in dismissal.