
SOULARD GARDEN CO-OP MEMBER HANDBOOK

The Soulard Garden Co-op is a community of gardeners at various levels of experience and knowledge who strive to maintain a thriving garden that provides members home-grown produce and comradery as well as beauty to the neighborhood.

ORIENTATION

New gardeners will attend a member-led orientation to become familiar with how the garden functions and their responsibilities as a member of the garden community. New gardeners will not be allowed to begin work in their bed until they have completed the orientation.

GENERAL INFORMATION

The Soulard Garden Co-op consists of both garden beds for individuals, community garden beds, and other landscaped areas. Personal garden beds are assigned to an individual or group of individuals who will plant, maintain, and harvest that bed. No one is permitted to take produce from another personal garden bed without the permission of the individual(s) to which that bed has been assigned. Community beds are cared for by all garden members and can be the focus of a community workday. All garden members are able to harvest produce from these beds. Other landscaped areas around the garden include areas of decorative plants and fruit trees. These areas are also maintained by all garden members and can be the focus of a community workday. All garden members may harvest from the fruit trees in the garden.

RESTRICTIONS

The following are not permitted:

- ❖ No growing mint in your personal bed. Mint is only grown in specific areas in the garden where it can be controlled as it tends to spread rapidly.
- ❖ No harvesting from a garden bed that is assigned to another garden member without that person's prior permission.
- ❖ No use of any chemicals or pesticides in the garden.

MAINTENANCE REQUIREMENTS

Gardeners have three main areas for which they are responsible for maintaining. Maintenance tasks include weeding and mulching as needed.

- ❖ The assigned garden bed
- ❖ The pathway around that garden bed
- ❖ A designated area of the prairie dropseed area located between the sidewalk and the street

Weeds are always present in a garden. Gardeners are expected to weed the above-mentioned areas for which they are responsible on a regular basis to keep the number of weeds in the garden to a minimum. When everyone does their part we can have a really beautiful garden!

If you are going out of town for a period of time, you can ask other members to assist in weeding and watering your garden bed until you return. Working together we can create a stronger garden!

MONTHLY GARDEN WORKDAYS & MEETINGS

- ❖ A gardener representing each garden bed, unless specifically exempted, is required to attend.
- ❖ Monthly cleanups are scheduled on the third Saturday following the monthly meeting, usually beginning between 8:00 a.m. and 9:00 a.m. and lasting about 3 hours.
- ❖ During the garden workday we will also have a short meeting to discuss any garden business or gardener concerns.
- ❖ Remember to sign in when you attend a work day to receive credit for your participation.
- ❖ Tasks for the work days will be chosen by the Organizational Committee. There will likely be a variety of tasks you can participate in. The focus for tasks completed on work days are to maintain the common areas of the garden which we all enjoy.
- ❖ If it is necessary to cancel a workday due to rain or other circumstances every effort will be made to relay that information as soon as possible to garden members.
- ❖ If a garden bed does not have anyone who can attend the scheduled workday, the gardener(s) can complete common area tasks on their own time. Please contact the Organizational Committee to find out what tasks need to be completed.
- ❖ A gardener seeking to be excused or exempted from the monthly garden cleanup requirement must contact the Organizational Committee to request approval.

COMMITTEES

The administration tasks of the garden are divided into three committees. All garden members will sign up for which committee they choose to become a member. The tasks assigned to each committee is as follows:

COMMUNICATIONS COMMITTEE

- ❖ New member development (manage waitlist & respond to inquiries for membership)
- ❖ Manage Facebook public page & private member group
- ❖ Promote garden events through Facebook or other medium
- ❖ Send information/announcements to members via email (Gmail/MailChimp)
- ❖ Maintain garden contact lists
- ❖ Manage garden google calendar
- ❖ Plan fun social events for garden members

FINANCE COMMITTEE

- ❖ Write grants
- ❖ Plan fundraising and other garden events
- ❖ Manage the budget and approve expenses
- ❖ Determine membership fees
- ❖ Pay bills in a timely manner
- ❖ Manage bank accounts

ORGANIZATIONAL COMMITTEE

- ❖ Oversee workday chores
- ❖ Provide options for fulfilling participation requirements
- ❖ Plan new projects, improvements, and maintenance
- ❖ Submit projected costs for approval by garden
- ❖ Organize possible food pantry donations
- ❖ Act as liaison to Gateway Greening
- ❖ Monitor member attendance at meetings and workdays

PROBATION, SUSPENSION, AND TERMINATION PROCEDURES

In order to remain fair to all garden members and run a well-maintained garden, individual(s) assigned to a particular bed who are not following the guidelines set within this handbook may face consequences including probation, suspension, or termination of membership. Issues would include failure to attend the minimum number of meetings or workdays or not maintaining your assigned areas to the point where they become unsightly. The Organizational Committee will notify members by various means if the committee determines that the individual(s) have not met their responsibilities for membership. Any questions, concerns, or disputes regarding this can be directed to the Organizational Committee.