

GARDEN CLUB OF TEANECK GREENHOUSE RULES

(Revised & Approved by the general membership on December 5, 2020)

All Garden Club members may attend functions held at the Greenhouse and participate in Greenhouse activities. Members may join a Greenhouse work group or assist work groups as a volunteer.

Work groups grow plants for the school program and plant sale, keep the Greenhouse clean and orderly, maintain and improve the facility, help maintain the outside grounds and do other assignments when needed, and manage the Grace Kriegel Memorial Herb Garden. In addition to work groups, special programs and activities include the school program, Junior Garden Club, and the Library entrance garden.

In order to be assigned a bench and/or a plot, a member must be part of an authorized work group and must be a Teaneck resident. Only work group members may have direct access to the Greenhouse.

A. Work Group Requirements and Expectations

1. To be a member of a Greenhouse work group, one must:
 - i. Be a member in good standing of the Garden Club of Teaneck
 - ii. Successfully complete a three-month probation
 - iii. Contribute a minimum of 3 hours of work a week within the group's decided time.
2. Participation in plant sales is required.
3. Members are entitled to both bench space and to a garden plot if they are available.
4. Members who move out of town shall automatically lose bench space and/or garden plot.
5. Any member who substantially fails to meet their individual or their group's work requirements or assignments shall be given a written warning. Continued failure will result in probation status, leading to loss of bench space and/or garden plot.

A. Group Leaders – Duties

1. The Leaders of the work groups shall be recommended by their group and be appointed by the Greenhouse director with the consent of the Executive Committee of the Garden Club of Teaneck.
2. The Leader shall oversee the work of the members of their group and make sure that each member is contributing a reasonable share of the work within the work hours of the group.
3. The Leader may authorize, supervise, and be responsible for special projects with the approval of the Greenhouse Director and the Horticultural Director.

4. The Group Leader will be responsible for keeping attendance records for each member of the group.

B. Garden Plot Rules

It is the goal of the Greenhouse to encourage the maximal use of its plots by having as many plots in use by as many members possible.

1. The Garden Plot Administrator, appointed by the Greenhouse Director, shall enforce these rules along with the Greenhouse Director and Executive Committee.
2. Only one plot is permitted per domicile. The plot must be principally worked by the member to whom it is assigned.
Any assistant helping a plot holder when the plot holder is not present must be registered with and approved by the Garden Plot Administrator prior to entry into the garden. The assistant will be notified of the Garden Plot Rules, and will be expected to abide by them. The plot holder will be held responsible for the actions of their assistant.
3. Gardens may not be used for commercial purposes.
4. Anyone having a Club garden is not permitted to have a Community garden and vice versa. This statement applies to domiciles as well as individuals.
5. Plot boundaries may not be altered.
6. Fencing is discouraged; however, any fencing there is must be constructed of wire, be uniform throughout, be no higher than three feet, and be kept neat and aesthetically pleasing.
7. Each gardener is responsible for keeping the paths east (towards the Greenhouse) and north (towards the access road) free of weeds and any vegetation overgrowth. All growth shall be within the boundaries of the plot, including overhanging vegetation. No rocks, glass, fencing, rugs, etc. may be left in any paths. Wood chips are the preferred covering for paths.
8. Watering or any other activities, including spraying of chemical agents, conducted within one plot shall not impinge on or affect adjacent plots.
9. For any year, plots must be cleared and prepared for planting by May 15, be substantially planted by June 15 and cleared no later than December 1. By then, all dead vegetation must be removed and all stakes taken down and stacked neatly.
10. Invasive species (as defined by the New Jersey Department of Agriculture, such as mint or fennel) are prohibited or must be grown in containers. The Garden Administrator must approve any trees or shrubs that are grown.
11. Plots shall be well maintained and weeded throughout the entire growing season. No rugs, roofing shingles, windows, doors, etc. may be used. Internal plot paths shall be well maintained.

12. Vertical trellises or any other construction shall not exceed six feet in height and shall not reduce the light to adjacent plots.
13. Any garden plot that is relinquished must be re-graded and returned to its original natural condition. This must be done before taking possession of any other plot.
14. In the event that any of these rules is not complied with, the Garden Plot Administrator shall issue a verbal warning. If the problem is not corrected within one week's time, the Greenhouse Director, acting with the Executive Committee, shall send a written warning to the member. Failure to comply within two weeks may then lead to revocation of permission to continue using the plot in the present season or in future seasons. Special circumstances may be taken into consideration when enforcing these rules.

C. Outside Garden Plot Assignments

1. Greenhouse garden plot holders may maintain their assigned plots indefinitely, provided that they continue to conform to the Garden Club's rules.

Each year, by December 15 a letter will be sent to all garden plot holders asking:

- if they intend to relinquish their plot for the coming year.
 - if they do not, they are asked to sign and submit a written contract (attached to the letter), agreeing to the garden plot rules as a condition of ongoing garden plot use.
 - their response must be returned by February 1.
 - if no response is received by February 1 it will be assumed that the plot is being surrendered.
2. If a plot becomes available at any time during the year, a list and a map of unused (open) plots will be publicly displayed in the Greenhouse. Any current plot-holder may sign up to switch to any of the open plots of their choosing. In the event that more than one member signs up for the same open plot, a lottery shall be conducted to determine which member is given which plot.
 3. A waiting list of new candidates for plots shall then be publicly displayed in the Greenhouse and an email will be sent out informing members. Any open plot(s) remaining after all other allocations are settled shall be assigned to members who do not yet hold a plot on a lottery basis.
* See Note 1 at the end of this document.
 4. New members who join the Garden Club too late in the year to serve their three months' probation may, with the approval of the Executive Board, be conditionally assigned an available plot for one season. Their use of the plot will be permitted on the condition that they must still serve their required probation period within the ensuing year (before the following summer) in order to continue to be eligible to hold a plot. They will be expected to follow all garden plot rules.
After one season, the plot that the new member has used will be listed again as available, and the new member must re-request to receive a garden plot, just as any other new plot holder would.

Note 1: *At its discretion, the Executive Board may recommend the suspension of the normal rules of bench or plot assignment for an essential member. These recommendations must then be approved by the general membership.

Inside the Greenhouse Rules

1. Bench holders may maintain their assigned benches indefinitely, provided that they continue to follow the Greenhouse rules.
2. Members shall maintain their bench and surrounding ground space in an orderly and weeded manner.
3. There is no specified maximum height of plants; however, no member's plants shall substantially (for more than one hour) cast shade negatively affecting other members' plants due to plant heights exceeding three feet from bench elevation.
4. All parts of members' plants shall stay within the boundary of the member's bench and no member may use unassigned space without permission of the Horticultural Director.
5. Aisles shall be kept clear enough to allow easy passage between benches.
6. Temperature and other controls shall remain accessible and not be covered by plants or other objects.
7. From the date of the adoption of these Rules, only one bench shall be allocated per domicile. Previous allocations that are contrary to this Rule are grandfathered in. If these allocations are later given up, they shall thereafter follow the one bench-per-domicile rule.
8. Any bench that becomes available shall be posted. In general, members who have a bench shall be permitted to switch to any other available bench, but in the event that more than one member wishes to switch to the same bench, a lottery shall be conducted to determine the winner of the contested bench. Any open benches remaining after all other allocations have been made shall be assigned to new members in the chronological order in which they become members of the Greenhouse.
9. All members shall ensure that any plants they bring into the Greenhouse are clean and free of pests and disease. When necessary, they should spray their plants with an approved pesticide to prevent the transmission of pests or diseases to other plants in the Greenhouse. All members must follow these guidelines in order to keep the Greenhouse pest-free and keep from negatively affecting the plants of other members. Members who violate this practice may have their plants removed by the Horticultural or Greenhouse Director.
10. From time to time, certain plants or species may be restricted or prohibited from being brought into the Greenhouse by the Horticultural or Greenhouse Director because of potential transmission of disease or pests. This restriction is intended to protect the other plants being grown in the Greenhouse by other members or for the Annual Sale.