

Appendix 2: Key Components for Bylaws

- Official name and address of organization
- Goals and philosophy of organization
- Eligibility requirements and membership categories
- Dues: amount, date collected
- Schedule of meetings for members, committees, and board of directors
- List of officers, description of duties, length of term, and selection process
- Organizational structure, including a list of committees
- Rules for amending or rescinding bylaws
- Official policies and practices. For example:
 - » Gardeners will avoid the use of hazardous substances in the garden.
 - » Gardeners will keep all pathways adjacent to their garden plot clear.
- “Hold harmless” clause. For example:

“We, the undersigned members of [NAME OF GARDEN], hereby agree to hold [NAME OF OWNER] harmless from and against any damage, loss, liability, claim, demand, suit, cost, and expense directly or indirectly resulting from, arising out of, or in connection with the use of [NAME OF GARDEN] by the garden group, its successors, assigns, employees, agents, and invites.”