



MCG MEMBERSHIP GUIDELINES

Category: Caring for People

Version 2 Draft April 2018

PURPOSE: To outline the general, processes, procedures, ethics and codes of conduct of being a financial member of MCG.

DEFINITIONS:

MCG - Mullumbimby Community Garden ;

Mullum SEED - Mullumbimby Sustainability Education and Enterprise Development inc. – Governance Board and license holder for MCG Site;

Member: a Financial member of MCG;

Pro-rata: rate calculated per month until 30th June;

WH&S: Work Health and Safety.

POLICY

1. ORGANICS

1.1 MCG members respect and comply with organic principles in the growing of fruit, vegetables, herbs, trees and flowers on site. Chemical Herbicides and pesticides are prohibited .

1.2 Fertilizers and pesticides are limited to those approved by the National Association for Sustainable Agriculture Australia Ltd. (NASSAA), BFA (Biodynamic Farmers Association) and the MCG Management Committee.

2. MEMBERSHIP

2.1 Financial members agree to adhere to Mullum SEED and MCG Policies and Procedures and to give respect to the MCG Vision and Mission statements and Code of Ethics.

2.2 .Financial members are entitled to:

- Receive a new member's info pack;
- Free access to the monthly MCG Gathering which includes an all ages and abilities, light community gardening activity, an informative workshop from a local expert and all with lunch provided;
- Free access to our social activities and classes- eg games, Tai Chi, meditation, arts and crafts, musical events etc/
- The right to lease an allotment for growing fresh organic produce for your personal

needs;

- Receive 10% discount on all your gardening accessories at Mitre 10, Mullumbimby. (*catalogue specials not included) and other local businesses;
- Receive discounts at sustainability workshops & courses with Byron Community College;
- Receive a monthly newsletter informing you of events, activities, courses & festivals;
- Have access to our MCG members web log in to access meeting minutes, governance docs and special communications:
- Be eligible to apply for a leadership role in MCG (eg Daily Supervisor, Pod Leader, Project Champion etc.).
- Nominate for leadership and/or Management Positions
- Vote at the Annual General Meeting.

2.3. Rates of membership fees and allotment rentals will be determined annually by the MCG Management Committee.

2.4 In the first year of membership, fees will be pro rata, calculated on the number of months remaining in the financial year.

2.5. Membership fees and allotment rentals will be due on the 1st July and payable by the 31st July.

The annual membership fee is:

- Individual \$48 p.a. plus GST
- Family \$72 p.a. " "
- Organisation \$96 p.a. " "

2.6 Allotment Fees are calculated at \$5/m² p.a. plus GST and are recorded as small, medium and large.

2.7 Financial members of MCG may also become a member of Mullum SEED by utilising the Mullum SEED online membership form and payment procedures on their website at mullumseed.org.au.

3. VOLUNTEERING

3.1 Voluntary participation in gardening in the Food For All (FFA) communal garden section and other activities at the garden facility is open to all residents of the Byron Shire including financial members of MCG. For insurance purposes all volunteers including members must sign on at the commencement of their volunteering day and be signed off by a daily supervisor when leaving.

2.7 . Safety is our priority. Each volunteer, including members, must complete a WH&S orientation checklist and act responsibly onsite.

2.8 Only volunteers with appropriate training and approval from the Daily supervisors can operate machinery.

2.9 . A copy of MCG's WH&S Plan is available in the office on site or by request.

3. SITE ISSUES

3.1. As per the Mullum SEED/MCG MOU which is in line with Mullum SEED/Byron Shire Council License agreement (BSC) Clause 1B, MCG operations and activities on site are restricted to daylight hours unless permission is received from BSC and appropriate processes are followed including neighbourhood notification (see Events policy).

3.2. No camping or unauthorised gatherings are permitted after daylight hours.

3.3 . Noise restrictions as per BSC/SEED License agreement are as follows:

a. The use of power tools and equipment is restricted between the hours of 8am and 4pm and not on Sundays. (Clause 4D)

b. Music on site is restricted to acoustic and non amplified music. Percussion instruments have a curfew of 6pm. (Clause 4C)

3.4 Each member must ensure that all tools are returned and locked in the storage shed when leaving the garden.

3.5. All gates must be left as they are found eg closed after you enter.

3.6 Cars on not permitted on site unless delivering heavy items and must be travel at no faster than 5kmph (walking speed). Cars must be removed off site ASAP to the car parking area outside the entrance.

3.7. No open fires are to be lit onsite. Fires within authorised facilities (ie cob oven, built bbq's and cooking facilities.) are permitted under supervision (as per BSC/SEED License Agreement - Clause 1E). 3.10.

3.8 MCG is an alcohol free zone (as per BSC/SEED Lease Agreement Clause 1F) unless authorised with permission through appropriate procedures (ie special events with liquor license).

3.9 Dogs must be kept on a leash on site and prevented from entering/damaging garden plots while in the community garden grounds.

3.10. Dog owners must clean up after their dogs and dispose of their doggy doo's in the rubbish bin.

3.11. a. Smokers will respectfully refrain from smoking within within 10 metres of food preparation and eating areas, childrens garden, nursery, safe seeds shed, tool sheds and office.

b, All cigarette butts and litter must be placed in the appropriate rubbish bins.

4. PRODUCE

4.1 Produce from the Food For All (FFA) gardens is available for all including members in exchange for an hours' volunteer work or an appropriate donation.

4.2 All produce grown in individual allotments is the property of the registered member and not to be picked by any other member or visitor without the permission of the relevant plot owner.

4.3 Seedlings and plants grown in the Nursery are the property of the MCG nursery and may be purchased by donation of the suggested price as displayed.

4.4 Eggs may be purchased from the MCG shop or office.

5. MANAGEMENT

5.1.

5.2a The Mullum SEED Board manages the financial and legal requirements of the organisation.

The MCG Management Committee manages the day to day activities on site within SEED approved budgets and receives reports from MCG Hives as to their activities and needs site activities.

MCG Management Committee members will attend Mullum SEED board meetings for communication purposes when invited or required. A request to attend a Mullum SEED Board meeting will be emailed to the Board prior to their meeting.

Mullum SEED Board members are welcome to attend MCG Management Meetings, Members meetings and Hive meetings.

Members are encouraged to involve themselves in Hives (special interest groups) which facilitate the various programs, projects and activities at the community garden.

All MCG meetings are open to all financial members but only those elected or appointed to the committees or hives can vote at those meetings.

b. Financial members can nominate for Mullum SEED Board and/or MCG Management Committee positions at the AGM each year.

c. Mullum SEED Board and MCG Management Committee meetings are held monthly at a regular time and date decided by consensus by the participating members.

5.3. Special Members Meetings are held every three months at the gardens. Members will be notified via the e-newsletter.

PROCEDURES:

1. A Membership drive will be commenced in May each year.
2. Membership fees are due each financial year - due for payment on 1st July and no later than 30th July.
3. A new membership form must be completed each year to assist with keeping the data base updated with current information and to ensure members are updated with new policies or procedures relevant to the coming year.
4. Membership forms are to be completed either:
 - a. online via our website
 - b. downloaded and mailed or
 - c. in person at the Mullum SEED/MCG office and allocated to Membership co-ordinator mailbox.
5. Membership fees are to be paid:
 - a. online by PayPal or direct debit;
 - b. Cash and cheque payments can be made at the Southern Cross Credit union using surname and allotment number as reference
 - c. at the MCG office.
6.
 - a. A receipts will be completed for all cash payments
 - b. Receipts for all payment types can be issued to the member on request.
7. If membership and allotment fees are not paid by the 30th July, allotments will be forfeited and allocated to the next person on the waiting list and membership will be suspended.
8. If the membership fee imposes financial hardship on a member, a payment plan can be negotiated with the Membership co-ordinator.
- 9.

RELATED POLICIES:

- Allotments
- Camping
- Child Protection
- Code of Ethics
- Conflict of Interest

- Conflict Resolution
- Education and Events
- Equal Opportunity and Inclusion
- Inappropriate Behaviour
- Kitchen and Lunches
- Management Committee Roles
- Protect Cultural Heritage
- Smoking
- Transportation and Parking
- Volunteer
- Volunteer Reimbursement
- Work Health and Safety

OTHER RELATED DOCUMENTS:

- MCG Vision and Mission Statements
- MCG Project Management System
- Mullum SEED and MCG Memorandum of Understanding (MOU)
- Mullum Seed and BSC License Agreement