



Governing Documents

Contents

Dilmun Hill Constitution.....	1
1. Mission Statement.....	1
2. Education and Research.....	1
3. Sustainability.....	1
4. Governing Structure.....	2
5. Community and Collaboration.....	3
6. Facilities.....	3
Appendix 1 – Dilmun Hill Manager Application 2013.....	4
Appendix 2 – Student Researcher Application.....	6
Appendix 3 – Steering Committee Application.....	7
Appendix 4 – Dilmun Hill Steering Committee Bylaws.....	9
1. Membership.....	9
2. Duties of Officers.....	9
3. Committees.....	9
4. Meeting Agenda.....	10
5. Rules of Order.....	10
6. Relationship Between Steering Committee and Advisory Boards.....	10
Appendix 5 – Dilmun Hill Faculty and Staff Advisory Board Bylaws.....	11
Purpose of Advisory Board.....	11
Expectations of Advisory Board.....	11
Structure of Advisory Board.....	12

Dilmun Hill Constitution

1. Mission Statement

Dilmun Hill is a student-run farm at Cornell University that fosters community and empowers students through active engagement in ecological agriculture, research and outreach and provides opportunities for experiential learning.

2. Education and Research

Dilmun Hill provides extensive opportunities for students and community members to engage in hands-on, farm-based learning with their peers. The farm is an educational resource for Cornell and the greater Ithaca community, offering diverse opportunities for student involvement through research, management, and volunteer assignments on the farm. The educational experiences at the farm include numerous class tours, workshops, youth groups and labs, enabling hands-on learning at CALS and the University at large.

3. Sustainability

3.1 Ecological

Dilmun Hill members strive to be good stewards of the land, and to model ecological sustainability for the community. The farm closes an ecological loop, using University compost to fortify the soil and grow food that feeds the community. Dilmun Hill is managed consistent with organic practices in order to increase on-site safety and accessibility for students and community members; to reduce reliance on outside inputs; and, to promote the innate biological function of the farm.

3.2 Organizational

Dilmun Hill's governing structure achieves continuity of ideas, policies, and goals, ensuring the farm is moving forward and building upon previous accomplishments and setbacks. To provide organizational continuity, each growing season is summarized in a farm report that serves to pass on knowledge to incoming managers. The transparency and history of the farm are promoted by distributing the report online. Continuity is further promoted by encouraging Steering Committee members to stay on the committee for the entirety of their time at Cornell. Dilmun Hill stimulates social sustainability through collaboration with other sustainability groups, and through on-campus and community-based education and outreach.

3.4 Financial

Dilmun Hill seeks sustainable funding through the active pursuit of grants, sales of produce and outreach events. The Cornell University Agricultural Experiment Station (CUAES), Student Assembly Finance Commission (SAFC) and the New York State Farmers' Alliance (a group dedicated to helping upstate farms), each contribute greatly to support the Dilmun Hill budget.

4. Governing Structure

4.1 Student Farm Managers and Student Researchers

The farm managers and researchers are in charge of daily operations of the different projects at Dilmun Hill. Being a farm manager is a paid position over the summer months and a part-time/volunteer position during the fall/spring semesters. To become a manager, candidates have to complete a written application (Appendix 1). If considered for the position, the candidate will be invited for an interview with the search committee. The search committee is comprised of the Organic Coordinator and three students that are active members of the Steering Committee. Student Researchers interested in conducting research projects at Dilmun Hill have to complete the Student Researcher Application (Appendix 2), which will be reviewed by the Steering Committee, and, if the research might have long-term implications for the farm, by the Advisory Board. If the project is being considered, the researcher applicant will be invited to present it to the Steering Committee, which will make a final decision following the presentation. All farm managers and researchers are also members of the Steering Committee.

4.2 Organic Farm Coordinator

The organic farm coordinator is Dilmun Hill's main staff liaison with the University and CUAES. The coordinator also acts as a supervisor for the farm managers during the summer and is a general advisor regarding administrative and agricultural matters. The organic coordinator provides direct support and input as an advisor, and is a non-voting member of the Steering Committee and the Faculty Student Staff Advisory Board.

4.3 Steering Committee

The Dilmun Hill Steering Committee is responsible for planning and implementing long-term policy on the farm and aiding the managers in operation of the farm. The Steering Committee consists of the current farm managers, the student researchers, the organic farm coordinator and a group of volunteers who apply for the position (Appendix 3). Student Advisory Board Members will also join the Steering Committee, but do not have voting rights. The committee is governed by the Steering Committee Bylaws (Appendix 4) and operates by consensus-based decision making.

4.4 Faculty, Staff and Student Advisory Board (FSSAB)

The Dilmun Hill FSSAB assists in the creation of policy for the farm and provides support and advice. The Organic Farm Coordinator and four faculty and staff board members help Dilmun Hill achieve continuity by acting as long-term advisors. They can meet separately from or together with four student board members. The Steering Committee will suggest new faculty and staff board members to the CUAES director, and pending the director's approval, appoint members for a two year term. After two years the incumbent board members, the Steering Committee and CUAES administration will have an opportunity to reassess and decide to continue the appointment or not (see the Dilmun Hill Faculty and Staff Advisory Board Bylaws, Appendix 5). Student advisory board members are appointed by the Steering Committee. They will join the Steering Committee meetings to help facilitate communication between the two governing bodies, but do not have voting rights.

4.5 Operation within Cornell

Dilmun Hill is integrated into the larger governing structures of CUAES, CALS and Cornell University. Dilmun Hill engages appropriate administrative levels when making decisions. In particular, the Director of CUAES, the Director of CUAES Agricultural Operations, and the CUAES Organic Farm

Coordinator all hold “veto” capabilities in the farm’s decision making process and serve an important role in the upper-level governance of Dilmun Hill’s land and facilities. These individuals are to be engaged in all major farm proposals, particularly decisions related to changes in the use of building space and equipment, major changes in funding, changes in the core mission of Dilmun Hill, or any other items recognized by Dilmun Hill as areas of concern or potential opportunities.

4.6 Dilmun Hill Club

Dilmun Hill is registered as a club through the Student Assembly Finance Commission. The club’s mission is to encourage Cornell Community engagement at the farm and to promote environmentally conscious farming practices at conferences and other educational events. Reference the process for obtaining club status at <http://orgsync.rso.cornell.edu/>.

5. Community and Collaboration

Dilmun Hill strives to be a responsible and active member of the Cornell and Ithaca communities. As an experiential-learning farm that is supported largely through grants and outside funding, Dilmun strives to focus its efforts on education, rather than directly competing (via produce sales and other income sources) with farmers in the Ithaca community. As an educational and community-based farm, Dilmun Hill openly collaborates with many Cornell and Ithaca organizations that align with our mission statement and in an effort to serve the community at large. Common collaborators include: Ithaca Loaves and Fishes, the Cornell Beekeeping Club, the Cornell Permaculture Club, Cornell Dining and Mandible’s Cafe.

6. Facilities

Use of Dilmun Hill buildings and related structures must remain in compliance with the farm’s own mission statement and the building policies and environmental health and safety codes of Cornell University and New York State. Similarly, any additions or modifications in the use of facilities must adhere to these policies and codes. With approval by the Dilmun Hill Steering Committee, and CUAES and CALS stakeholders, consideration can be given to making spaces available for internal uses that are in keeping with the mission of Dilmun Hill.

Appendix 1 – Dilmun Hill Manager Application 2013



Name: _____
Email: _____
Phone: _____
CU Major/Year: _____

We appreciate your interest in a student market garden manager position. This is an exciting opportunity to play an important role in the Cornell and Ithaca communities. All applicants should expect to be involved with Dilmun Hill this spring, and be prepared to begin work full time starting mid-May 2013. This position is for undergraduate students only. Students from all colleges and majors within Cornell are welcome. The applicant must be a student in fall '13; therefore seniors graduating in May/Aug 2013 are not eligible to apply. The paid position for Dilmun Hill will run from May through November (part time work after semester start). You will also be required to help further the farm's mission during the off-season months as a volunteer and Steering Committee member. The latter portion of this position is far less physically demanding than the typical farm experience, but equally important, and will be based on your experiences from the summer. **For more information concerning the position, refer to the Market Garden Manager job description on the following page.**

Please answer the following to help us understand what you can contribute to and desire from a summer co-management position. Please be sure to include your name and contact on all pieces submitted. If you have any questions about the position or application process, please contact Organic Coordinator, Betsy Leonard (bai1@cornell.edu) or (607) 423 8366.

Please answer the following questions. Submit these along with your resume and two non-family references (phone and email) via email to Betsy Leonard (bai1@cornell.edu) by Jan. 30th, 2013.

No applications will be accepted after midnight on Jan. 30th, 2013.

1. Please discuss your experience with gardening, farming or other applicable skills.
2. How did you learn about Dilmun Hill? Have you ever been to the farm- when and how? What experiences have you had there?

3. What are your personal strengths? AND, how do they relate to the Market Garden Manager job?
4. What are your weaknesses? AND, how do they relate to the Market Garden Manager job?
5. Please respond to Dilmun Hill's mission statement, below. Please reference specific experiences from your life in your answer.
Dilmun Hill is a student run organic farm that seeks to foster community and empower students through active engagement in ecological agriculture. Dilmun Hill is open to anyone and is a place for experiential learning, group collaboration, research and outreach.
6. Is there anything else you would like to tell us about yourself that does not quite fit into the previous questions?
7. Please list your two references, their relationship to you and provide a phone number and an email for each.

I'm available during the bolded times for an interview:

February 8						4pm	5pm	6pm
February 9	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm
February 10th	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm

Appendix 2 – Student Researcher Application



Name:	_____
Email:	_____
Phone:	_____
Year of Grad:	_____
Date:	_____

Student Researcher Application

We appreciate your interest in a student researcher position at Dilmun Hill Student Organic Farm and we look forward to finding out more about your research ideas. Please fill out this application to help us understand your project. Be sure to mention why you want to conduct your research at Dilmun Hill. If you don't know where to start, please ask us and we can help you make connections with faculty. Please submit your proposal to Betsy Leonard at bai1@cornell.edu, or in Plant Science Building, Room 147D by **January 30th, 2013**.

Project title:

Synopsis/Abstract:

Project start date (proposals welcome for all seasons):

Anticipated date of completion:

Hours/week:

Land requirement:

Equipment requirement:

Budget estimate and funding source:

By conducting research at Dilmun Hill, you become responsible for some of the general upkeep and management of the farm. We expect student researchers to commit 2-4 hours each week on general farm tasks as determined by mutual agreement between the student and farm managers.

Faculty advisor:

Faculty advisor signature:

Student signature:

Appendix 3 – Steering Committee Application



DILMUN HILL STEERING COMMITTEE APPLICATION

Fall 2014

DEADLINE: Friday, October 3rd

We appreciate your interest in a Dilmun Hill Steering Committee position! This is an exciting role in the Cornell and Ithaca community. The Steering Committee is a small working group of dedicated students and the Organic Farm Coordinator, Betsy Leonard, who facilitates governance of Dilmun Hill. This committee formed in Spring 2008 due to expressed need for greater continuity and coordination at the site. The role of the committee is managing logistical and administrative needs implicit in running an educational farm: long term planning, coordinating a variety of volunteers, running outreach events and collaborating with Cornell administration and departments.

Membership on the committee is open to undergraduates, and one graduate student and a non-student/community member position since they also represent an active element at Dilmun. We are looking for new members to begin Fall 2014. We welcome your input and energy, and request in return that all applicants be involved with Dilmun Hill and are **prepared to attend ALL steering meetings and AT LEAST ONE work party each week if accepted**. Our meetings are every other Tuesday from 5-7 pm. In the fall work parties are held Sunday and Thursday evenings from 4-7PM.

We will subdivide the steering committee into the following groups:

- *Vegetable production/farm management*: Responsibilities include helping run work parties, preseason planning, and harvesting for market.
- *Education/outreach*: Responsibilities include giving farm tours, planning educational/social events, and representing Dilmun Hill at university events.
- *Business/marketing*: Responsibilities include applying for grants, coordinating SAFC funding, budget management, exploring new markets for Dilmun produce/publicity.
- *Undecided?* Please feel free to apply even if you don't think you fall into one of these categories!

Please answer the following questions to help us understand what you can contribute to and desire from a steering committee position, keeping your specific area of interest in mind.

You may use more space than we provide. Please be sure to **include your name and all of the**

above contact information on all pieces submitted. Also, please note that **this application is anonymous and complete your responses with that in mind.** We will contact you on Wednesday, October 15th with the status of your application. If you have any questions please contact Betsy Leonard (bai1@cornell.edu).

Please submit application via email to Betsy Leonard at bai1@cornell.edu.

DEADLINE: Friday, October 3rd

Name:

Email:

Phone:

CU Major/Year:

1. Indicate which group you would like to be involved in from the list above and why:
2. Why do you want to be involved in the governing body for Dilmun Hill?
3. Do you have any experience working at Dilmun thus far? If so, please elaborate.
4. What are your interests, goals and aspirations with respect to Dilmun Hill (personally? or for the organization?)?
5. Do you have experience with group collaboration? Briefly tell us about your communication skills and about areas where you feel you have room to improve.
6. Dilmun is a multifaceted organization. Based on the above description of the Steering Committee's work, briefly tell us about any other skills or specialties that you would bring to the table.
7. Is there anything else you would like to tell us?

Appendix 4 – Dilmun Hill Steering Committee Bylaws

1. Membership
2. Duties of Officers
3. Committees
4. Meeting Agenda
5. Rules of Order
6. Relationship with Advisory Board

1. Membership

The Steering Committee is made up of the organic coordinator, student farm managers, and student volunteers. The Steering Committee will solicit new volunteer members each semester as openings occur. Volunteers who wish to join the Steering Committee as voting members can submit an application to be reviewed by the Steering Committee.

The Steering Committee should ideally be composed of approximately 10-12 people. Ideally the number of volunteer members to management members on the Steering Committee will be equal. Steering Committee should retain these standards by lowering or raising the number of new members accepted to the Committee each semester. Former managers transition to volunteer status when a new management team is hired and begins to attend Steering meetings.

While there is no term limit for Steering Committee membership, long term members will be encouraged to transition to Dilmun's Student Advisory Board. Any members who make this transition will no longer have voting rights at Steering, but these members may still attend and participate in Steering meetings if they want.

2. Duties of Officers

The Steering Committee is consensus based and leadership within the committee is only delegated for facilitation and specific committee purposes.

Current roles are Facilitator and Note Taker. Other roles include SAFC Funding Applicant and others as needed.

3. Committees

Committees will be formed as needed throughout the semester, for situations like hiring new managers (Hiring Committee), planning social events (Fun Committee), or coordinating outreach. Membership on a committee is voluntary and open to all members of the Steering Committee. All those on Steering Committee should expect to serve on another committee and engage in volunteer work outside of Steering Committee meetings.

4. Meeting Agenda

Meetings occur bi-monthly on Tuesdays from 5:00-7:00 PM. Meetings begin with a check-in for all the members, or an introduction if there are guests. Before going into the agenda's contents, the Facilitator will review each item and ask for any last minute additions. The first items on the agenda should include day to day farm business that needs immediate attention. Future work parties, outreach, and social events should also be discussed in the beginning of the meetings. The second half of the meetings are for long-term farm discussion and voting on legislation created by the Advisory Boards.

The Facilitator is responsible for "stacking" or keeping track of who has expressed a desire to speak. This ensures that everyone gets a chance to be heard.

5. Rules of Order

Each meeting will be led by a facilitator and notes will be kept by a note-taker. These roles rotate every two weeks on a voluntary basis. The facilitator makes the agenda, sends it out no later than the Friday before the next Tuesday meeting and keeps the meeting on track. The note taker records the meeting and sends the notes to the committee. After two weeks, the note-taker rotates to the role of facilitator and a new note-taker volunteers for the position.

Steering Committee makes decisions using consensus. Under this model, a member of the committee makes a proposal and the other members vote by indicating agreement (thumbs up), mixed feelings (palms up=mostly agree, palms down=serious concerns), and disagreement (thumbs down). If there is disagreement or serious reservation, the proposal is discussed, modified and then voted on again.

Each project at Dilmun holds one vote on Steering Committee. This means that farm managers do not have individual voting rights. Managers from each project must converse and come to a consensus decision before casting their project's collective vote. The volunteer members of the Steering Committee each have individual voting rights. The organic coordinator does not have voting rights. This voting structure is enacted to balance the power of pay-rolled members on the Steering Committee and to make sure that the Steering Committee is accountable to the volunteers.

6. Relationship Between Steering Committee and Advisory Boards

The steering committee is advised by two advisory boards, one composed of students and one composed of faculty and staff. These advisory boards create long term legislation for Dilmun and maintain accountability for managers and volunteers of the farm. Voting members of the Steering Committee vote on legislation created by the advisory boards. Legislation must be passed by Steering Committee before it is enacted. For bylaws governing these two bodies, consult their individual constitutions.

Appendix 5 – Dilmun Hill Faculty and Staff Advisory Board Bylaws

Purpose of Advisory Board

The Advisory Board will support students and others involved in the operation of Dilmun Hill to better fulfill Dilmun Hill's goals as laid out in the farm mission statement. The Board will strengthen the student farm by:

1. Providing support in the form of strategic policy design in cooperation with the Student Advisory Board.
2. Fostering open communication between farm participants and Cornell Faculty and Administration.
3. Improving continuity on the farm by retaining a resilient pool of stakeholders in the management structure.

Expectations of Advisory Board

Board members will meet regularly as needed to create policy recommendations based on requests from the Steering Committee, Organic Farm Coordinator and other Dilmun Hill stakeholders. These meetings are separate from monthly Steering meetings, and the Steering Committee will vote on and implement these policies.

A member of the Steering Committee will update the advisory boards after every Steering meeting through concise and pertinent emails. To ensure advisors are up to date on farm happenings they must read updates from the Steering committee.

Advisors are expected to attend the first hour of a designated Steering Committee meeting per month. Advance notice will be given of the meeting and if advisors are unable to attend they should inform the Steering liaison.

Advisors are welcome to attend additional Steering meetings in order to participate more widely in Dilmun Hill, but will not have voting rights.

Advisors will be invited to teach a workshop at a work party each season. While not mandatory, Advisors should feel welcome to participate in any work parties throughout the season. This will provide an opportunity for open communication between farm participants and help build a community of investment.

To provide support and continuity, Advisors are expected to mentor the Organic Farm Coordinator. This entails meeting with the Coordinator once a month or as needed outside of steering, and be available as needed to review financial, safety, training, and Human Resource Issues.

Structure of Advisory Board

The Faculty and Staff Advisory Board will consist of 4 members. The Steering Committee will suggest new faculty and staff board members to the CUAES director, and pending the director's approval, appoint members for a two year term.

The term of advisory board members will be two years, after which the incumbent board members, the Steering Committee and CUAES administration will have an opportunity to re-asses and decide to continue or not continue the advisory position.

The Organic Coordinator is a non-voting member of the Faculty and Staff Advisory Board.

In keeping with the spirit and mission of Dilmun Hill, the Advisory Boards will utilize a consensus decision making model.