

# GLASGOW CITY COUNCIL

## ALLOTMENT RULES

### FORMING A COMMITTEE

The committee is elected by the members of the association to carry out actions and tasks on their behalf between normal meetings. The committee is responsible for the actions of the association so members cannot act without the committee's authorisation. It is important that members within the committee cannot obtain personal financial benefit through being elected. There are three types of committee member.

- Elected – committee members are appointed by and from the membership.
- Nominated – by another association, normally when two associations wish to form a working partnership.
- Co-opted – brought in from outside the group because of their specific skills and knowledge.

Council officers and/or elected members cannot participate as Office Bearers of allotment associations, and will only attend group meetings to offer supporting information.

Although the committee can have as many members as the group wants there are three essential positions that every committee must have: Chairperson, Secretary and Treasurer.

### Roles and positions within the committee (example)

1. The **Chairperson**, helps the group to achieve its aims, sets agendas, conducts meetings and acts as the leader of the association, ensuring its smooth operation. The chairperson should act as a good facilitator, ensuring positive discussions and involve all members of the association.
2. The **Vice-chairperson**, will assist with positions within the committee and provide cover when the secretary and chairperson cannot be available.
3. The **Secretary** ensures all members of the association are kept fully informed and that they feel involved and included. The secretary prepares the associations paperwork and agendas for group meetings, takes minutes of meetings, books meeting rooms and supports the chairperson.
4. The **Treasurer** looks after the Association's financial activities, ensuring accounts and records are up to date and accurate. The treasurer is responsible for arranging to open the associations bank account and paying in money, paying invoices and managing cheques and expense payments and for arranging for making financial reports to the committee.
5. Other positions, **Events officer**, manages event budget effectively, arranges to hire acts, seek permission and booking of venue, co-ordinates event set up, technical specification, site plans and Health and Safety requirements.
6. **Marketing and Press Officer** communicates the aims and objectives of the association to the wider community, including the local press, radio and other media

bodies etc. Arranges a variety of PR on behalf of the association to promote the association's most recent achievements in projects, funding, newsletters and activities.

7. **Webmaster** designs the Association's Website, creates web page, inserts information content and images, modifies the site by updating new content and links web address to other programs on other web-directories.

## **DEVELOPING A CONSTITUTION**

A constitution is a set of rules that defines how the association is run, what they do and how they work and becomes necessary as soon as your association starts to deal with money issues such as funding, working with other groups etc. The writing of a constitution gives you the chance to decide what things are important to your association. The following example constitutions can be adapted to suit your own constitutional needs, however, it is not recommended to directly copy it.

Constitutions are necessary for the following reasons;

- To ensure the groups aims and objectives are clear and agreed by its members.
- To provide a mechanism for making decisions and resolving disputes.
- To gain credibility with other organisations and bodies.
- To ensure accountability.
- To clarify liability and lines of responsibility.
- To clarify liability and lines of
- To enable the association to qualify for various grants where the awarding body insists on a constitution.
- To enable the association to join other bodies that can help and support them.

A constitution is also vital if the association wants to apply for charitable status. A constitution should include the following:

**1. Group name** – To reflect where the associations work.

**2. Geographical area** – The physical boundary area.

**3. Aims and objectives** - The short term and long term aims of the association.

**4. Powers** –These can include:

- Setting up a bank account.
- Holding meetings.
- Applying for grant aid.
- Setting practical tasks.
- Applying for charitable status.

**5. Membership** – Who can join and the different types of membership and membership fees.

**6. Management committee** – Roles of the committee, posts available and how members can be elected.

**7. Equal opportunities** – The organisation should make a commitment to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people of different groups.

**8. Meetings** - The association to agree and set general meetings, annual and extraordinary meetings.

**9. Annual general meeting** - An annual general meeting (AGM) must be held every year, with the first taking place within 15 months of the association forming. A minimum of 21 days' notice should be given to all association members. The AGM provides an opportunity for the committee to report the year's activities to members and for members to ask questions and discuss the achievements of the committee. The AGM is usually the opportunity for members to elect new committee members. The group's annual accounts should be presented to the membership at every AGM and the financial auditors appointed for next year.

**10. Finances** - Association members, (normally two) the treasurer and the chairperson who have responsibility to sign cheques on behalf of the association when operating their bank account.

**11. Ending the association** - If the Committee, by a majority, decide at any time it is necessary or advisable to dissolve the Association, it will call a meeting of all the members of the Association. Notice will be not less than 4 weeks, and will state the terms of resolution to be proposed.

## **SAMPLE CONSTITUTION**

### **1 Name**

The name of the association shall be '..... Allotments Association' hereinafter referred to as the Association.

### **2 Objects**

- to manage and supervise ..... Allotments for the benefit of the Association, in accordance with Glasgow City Council Rules and Regulations and in accordance with the Association's General Rules and Conditions of Let.
- to provide, by whatever means agreed by the Membership, support for the plot holders and opportunities for the public to learn about allotments and their cultivation.

In pursuit of these Objects, the Association will be non political, non-sectarian and non-racial.

The objects of the association shall be to advance the education and promote the welfare of the public by supporting and assisting, in furthering the charitable activities of ..... Allotments and in furtherance thereof but not otherwise the association shall seek:

- to support the provision of facilities for recreation and other leisure time occupation in ..... Allotments available to the public at large with a view to improving their conditions of life.
- to support and further .....Allotments as a centre for environmental education.
- and to protect the environmental amenity of .....Allotments and its precincts.

### **3 Powers**

In furtherance of the above objects, the association may:

- a) employ and pay any person or persons to supervise, organise and carry on the work of the association;
- b) engage and pay fees to professionals and technical advisors/consultants to assist in the work of the association;
- c) work in liaison with representatives of voluntary organisations, Government departments, local and other statutory authorities and individuals;
- d) take out membership of organisations such as The Glasgow Allotments Forum, and any others that are considered to be in the interest of and compatible with the objects of the association;
- e) promote and carry out or assist in promoting research survey investigation and, where considered appropriate, publish the results;
- f) arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses;
- g) collect and disseminate information on all matters affecting the objects and exchange such information with other bodies having similar objects whether in this country or overseas;
- h) cause to be written and printed or otherwise reproduced and circulated such papers, books, periodicals or other documents as shall further the objects;
- i) subject to such consents as may be required by law, borrow or raise money for the objects and accept gifts in such terms and on such securities as shall be deemed to be necessary;
- j) raise funds and invite and receive contributions from any person or persons provided that the association does not undertake to undertake permanent trading activities in raising funds for the said object;
- k) invest the monies of the association not immediately required for the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;
- l) do all other lawful things as necessary for the attainments of the objects.
- m) ensure that the association has appropriate Public Liability Insurance.
- n) the association shall ensure that risk assessments and health & safety audits are carried out on the site

#### **4 Membership and Subscriptions**

a) Membership of the association shall be open to all interested persons aged 16 years or over on completion of a membership form in such form as the Management Committee may require and on payment of any subscription which may be determined from time to time at a general meeting, at least 4 weeks prior to the AGM.

b. Membership will be confined to persons who are resident in the City of Glasgow, whose subscription and fees are fully paid by the due date, and who undertake to cultivate their Allotment in accordance with Glasgow City Council's Rules and Regulations and Association rules and constitution.

c. In addition to the Association Membership Subscription, members pay an Annual Rental fee to Glasgow City Council. Changes in the Annual Rent will be notified to members in advance of the AGM, but are not open to alteration by the AGM.

d. Members aged over sixty and others who fall into certain categories will pay a concessionary rent and Membership Subscription.

e. The due date for the payment of Association Subscription is 31<sup>st</sup> January. These should be made, in one single payment, to ..... Allotments Association and sent only to the Treasurer. This payment should reach the Treasurer before the deadline of **31 January**. Allotment rental fees should be paid to Glasgow City Council within 21 days of receipt of an invoice.

f) Societies and other groups interested in the objects and activities may affiliate on such payment as may be determined by a general meeting. Such organisations shall have one vote.

g) Honorary members may be elected at the discretion of the Management Committee but these members shall not be entitled to vote at general meetings.

## **5. Allotment Leases**

a. It is permissible for an Allotment lease to be in the names of two eligible persons. Where a lease is in the names of two persons, the registered lessee must be a member of the Association but it is permissible for a second person also to be a member.

b. When the second person has paid a membership fee, he/she will be sent Association communications, have full voting rights at the AGM and be eligible for election to the Committee. It is not permissible for two of the Association office bearers to be the joint leasees of a plot.

c. If a plot holder wishes to introduce a second eligible person to the lease, he/she will inform the Secretary. After a period of three years, or at the discretion of the Secretary, the second person may assume continuity rights.

d. The Association's Waiting List will be maintained in a strict, consecutive, manner by the Secretary. In adding names to the Waiting List, the Secretary will employ an equal opportunities policy.

e. The Secretary may refuse to add to the Waiting List any person known to have been expelled from an Allotment Association elsewhere.

f) The Management Committee shall have the right for good and sufficient reason to terminate the membership of any individual or organisation provided the individual concerned or the individual representing such organisation shall have the right to appeal to the Management Committee before a final decision is made. An expelled member shall have the right of appeal against the decision to expel him/her to the Allotments Officer. Glasgow City Council will consider any appeal based on the information provided and will issue a decision to the member and Committee within 14 days of receipt of the appeal. The decision of the Council will be final.

g) Ensure that the association has a clear appeals procedure via Extraordinary General Meetings, etc.

h) No member of the association shall become an employee of the association.

## **6 Management**

- a) The affairs of the association shall be managed by a Management Committee shall consist of 4 office bearers namely a Chairperson, Vice-Chair, Treasurer, Secretary and not less than seven or more than eleven other members--one-third of the committee to form a quorum.
- b) The Chairman, Vice-Chairman, Secretary and Treasurer shall be elected annually at the Annual General Meeting and the term of office shall not exceed 5 consecutive years.
- c) The Management Committee members shall be elected for a period limited to 5 years.
- d) The Management Committee shall have powers to co-opt members to serve on the Committee until the next Annual General Meeting but there shall, at no time, be more than 2 co-opted members.
- e) The quorum for meetings of the Management Committee shall be x members of the committee present in person.
- f) Every member of the committee shall have one vote which (whether on a show of hands or on a secret ballot) must be given personally.
- g) In the case of an equality of votes, whether on a show of hands or on a ballot, the chairperson of the meeting shall be entitled to a casting vote in addition to any other vote he/she may have.

## **7 Meetings of the Association**

The Annual General Meeting of the association shall be held in November each year and at least 3 week's notice of such meeting shall be given by the Secretary who shall despatch copies of the agenda to members. The business to be conducted at the Annual General Meeting shall include consideration of the Annual Report to be submitted by the Chairman, the Treasurer's Annual Account and the election of Office Bearers and Committee Members. Additional items for consideration may be raised, by any member giving not less than one week of written notice or at the Chairman's discretion at the meeting itself.

An Extraordinary General Meeting may be summoned at the request of any 10 members. Notice of such a meeting shall be sent by the Secretary to all members, not less than 3 weeks before the date of the meeting.

The quorum for General Meetings shall be X members present in person.

Every member shall have one vote which (whether on a show of hands or on a secret ballot) must be given personally.

In the case of an equality of votes, whether on a show of hands or on a ballot, the chairperson of the meeting shall be entitled to a casting vote in addition to any other vote he/she In the case of an equality of votes, whether on a show of hands or on a ballot, the chairperson of the meeting shall be entitled to a casting vote in addition to any other vote he/she may have.

## **8 Finance**

- a) The funds of the association shall be managed as the Management Committee direct.
- b) The Treasurer shall keep proper accounts of the finances of the association.
- c) A bank account shall be opened in the name of the association with such bank as the Management Committee shall decide. The Management Committee shall authorise named members of the Management Committee (one of whom shall be the Treasurer) to sign cheques on behalf of the association. All cheques must be signed by not less than 2 of the authorised signatories.
- d) The annual accounts shall be subject to an internal audit in advance of being presented at the Annual General Meeting.
- e) All moneys raised by or on behalf of the association shall be applied to further the objects of the association and for no other purpose.

## **9 Property**

The title to all property, heritable and moveable, which may be acquired by or on behalf of the association shall be vested in the names of the Chairman, the Secretary and the Treasurer for the time being ex-officio.

## **10 Amendment of Constitution**

This Constitution may be approved or amended at an Annual General Meeting or at any Extraordinary General Meeting specifically called for that purpose, with the support of two-thirds of the members present and voting provided one month's notice has been given to the Secretary of the proposed amendment. The notice of such meeting shall state the terms of the proposed amendment to the Constitution. The quorum for such a meeting will be 20% of the membership. No alteration shall be made which would have the effect of causing the association to cease to be recognised by the Inland Revenue as a charity.

## **11 Application of Funds**

- a) Membership or affiliation will not entitle any person, society or group to any share in the income or assets of the association which shall be expended only on the objects set out in Article 2 of the Constitution.
- b) If the association is wound up any funds remaining after liabilities have been met shall be given or transferred to such other charitable organisations or organisations having objects similar to the objects of the association as the Management Committee may determine.

This Constitution was agreed and accepted on .....

Chairman (Print Name).....

Signature.....

Treasurer (Print Name).....

Signature.....

Secretary (Print Name).....

Signature.....

Committee Member (Print Name) .....

Signature.....