

L.E.S. ALLOTMENTS CONSTITUTION – GAF DRAFT to L.E.S. 1st October 2013.

The name of the association shall be Allotments Association.

1. Objectives

- a. To manage and supervise Allotments for the benefit of members of the Association in accordance with the Glasgow City Council and Association’s Rules and Regulations.
- b. To promote the growing of vegetables, fruit and flowers by the plotholders.
- c. To practice good governance.
- d. To provide support and represent the interests of plotholders.
- e. To consult and take guidance from the Association membership on matters relating to Allotments.
- f. To enter into a partnership of management with Glasgow City Council for the benefit and improvement of the allotments.
- g. To foster good relations with residential neighbours.
- h. To provide opportunities for the public to learn about allotments and their cultivation.
- i. To protect the environmental amenity of Allotments.

2. Powers

To carry out those activities which will further the above Objectives.

In pursuit of the Objectives, the Association shall act in a fair and open manner without distinction as to race, religion, age, gender, sexual orientation or disability and in accordance with relevant legislation.

3. Membership of Association

- a. Membership shall be confined to plotholders whose annual rental and site membership fees are fully paid by the due date and who cultivate their allotment in accordance with Glasgow City Council and the Allotment Association’s Rules and Regulations.
- b. Charitable organisations which offer community care services within the city and who believe clients will benefit from gardening, may also apply for membership.
- c. Members shall have voting rights at Annual or Special General Meetings of the Association.
- d. If a plotholder wishes to introduce a second eligible person to the lease, he/she shall inform the site Secretary. The second person may assume continuity rights of that plot after twenty five months or on completion of the estimated time on the Waiting List whichever is greater.
- e. Where more than one person works a plot and both are named on the Missives of Let, the site may decide on either:
 - i) joint membership of the Association with one vote between them.
 - ii) individual membership of the Association with each having a vote.
- f. The Secretary will maintain a register of members.
- g. The Management Committee has the right, for good and sufficient reason, to terminate the lease and membership of a plotholder or organisation. The reason to

be given in writing. The expelled member or organisation has the right to appeal to the Allotments Officer, Glasgow City Council, who will issue a decision to the plotholder and the Committee within fourteen days of receipt of the information. The decision of the Council is final.

- h. No member of the Association shall become an employee of the Association.

4. Waiting List

- . *The Association's Waiting List shall be maintained by the Secretary in a strict, consecutive manner. Names will be made available to the membership. On request, the list will be available for the Council's Allotments Officer's inspection.*

5. Management Committee

- a. Any member of the Association can be voted on to the Association Management Committee by the membership.
- b. The Committee shall consist of the following office-bearers: Chairperson, Vice Chairperson, Secretary, Treasurer and at least three and not more than seven other members.
- c. The office-bearers shall be elected annually at the Annual General Meeting and the term of office shall not exceed five consecutive years; an out-going Chairperson may remain as an honorary committee member for one year.
- d. In any one year, no more than two office bearers shall stand down from office.
- e. Previous office bearers may stand for office after one year off the committee.
- f. The Committee shall have the powers to co-opt members to serve on the committee until the next Annual General Meeting. Co-opted members will not have a vote.
- g. In the event of equality of votes, the Chairperson shall have a casting vote in addition to his/her own vote.
- h. It is not permissible for Joint Lessees of a plot to be office bearers at the same time.

6. Meetings

- a. The Secretary is responsible for maintaining written Minutes of all meetings, recording all resolutions and decisions.
- b. At meetings, each member shall have one vote which must be given in person. Where there is equality of votes, the Chairperson is entitled to an additional casting vote.

Committee Meetings:

- c. The Committee shall meet monthly during the growing season and at other times at the discretion of the Chairperson or Secretary.
- d. Four elected members will form a quorum.

Annual General Meeting: (AGM)

- e. An AGM will be held regularly, each not more than thirteen months apart.
- f. Four weeks notice of such a meeting shall be given by the Secretary who will send a copy of the agenda to the members.
- g. The business of the AGM shall include, but not be limited to, consideration of:
 - i) An annual report from the Chairperson.
 - ii) Treasurer's Annual Account with report.
 - iii) An annual report from the Secretary.
 - iv) Election of Office Bearers and Committee Members.
 - v) Additional items may be raised by any member who gave not less than two weeks' written notice, or at the Chairperson's discretion.
- h. The quorum for an AGM shall be not less than one third of the membership

Special General Meeting: (SGM)

- i. An SGM may be summoned by the Committee or by written request of one third of the membership.
- j. Notice of such a meeting shall be sent by the Secretary to all members not less than three weeks before the date of the meeting.
- k. The purpose of the meeting shall be clearly stated and no other business will be discussed.
- l. The quorum for an SGM shall be not less than one third of the membership.

7. Finance

- a. The Treasurer shall keep proper accounts of the finances of the Association.
- b. The funds of the Association shall be managed by the Management Committee solely for demonstrable Allotment business.
- c. A bank account shall be opened in the name of the Association and three named members of the Committee, one of whom shall be the Treasurer, shall be signatories of cheques. All cheques must be signed by two of the authorised signatories.
- e. No payment shall be made to Members other than reasonable out-of-pocket expenses, supported where possible, by receipts.
- f. Two **competent** examiners of accounts will be appointed at the AGM. Each year the examined and signed accounts will be available at the AGM.
- g. All funds raised by the Association shall be used to further the Objectives of the Association and for no other purpose.

9. Amendment of the Allotments Constitution.

- a. Any amendment or alteration to the Constitution must be approved at an AGM or at an SGM specifically called for that purpose and will require the agreement of not less than two-thirds of the members present.
- b. The notice of such a meeting shall state clearly the proposed change.

10. Dissolution of the Association.

- a. If the Association is wound up, any funds remaining after liabilities have been met shall be given or transferred to such other organisations having objectives similar to those of Allotments Association.