

Croftburn Allotments Association Constitution

1. Name

The Association shall be known as Croftburn Allotments Association (hereinafter, “the Association”).

2. Objectives

The objectives of the Association will be:



- a. To manage and supervise Croftburn 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.
- b. 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 objectives, the Association agrees to adhere to the Equality Act 2010.

3. Membership Subscription and Fees for rental.

- a. 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.
- b. The annual Association Membership Subscription will be determined at the previous year’s AGM.
- 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 the 16th January. These should be made, in one single payment, to Croftburn Allotments Association, and sent only to the Treasurer. This payment should reach the Treasurer before the deadline of **31st January**.
- f. Allotment rental fees must be paid **direct** to Glasgow City Council within 21 days of receipt of an invoice.

4. 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 lessees of a plot.
- c. If a plot holder wishes to introduce a second eligible person to the lease, he/she will inform the **Membership Secretary**. After a period of three years, or at the discretion of the **Membership Secretary**, the second person may assume continuity rights.
- d. The Association's Waiting List will be maintained in strict, consecutive, manner by the **Membership Secretary**. In adding names to the Waiting List, the **Membership Secretary** will employ an equal opportunities policy.
- e. The **Membership Secretary** may refuse to add to the Waiting List any person known to have been expelled from an Allotment Association elsewhere.

5. Management Committee

- a. The Association members shall appoint a Committee consisting of:-
 - Chairperson
 - Secretary
 - Treasurer
 - Membership Secretary
 - Grounds Maintenance Coordinator
 - Events Coordinator
 - Plot Maintenance
- b. Only members who have been registered with the association for 18 months or more are eligible to be nominated as an Office Bearer; all members are expected to take a role in turn as an Office Bearer.
- c. Office Bearers will normally be appointed for a period of three years and may also stand for re-election.
- d. The Committee will have the power to manage the affairs of the Association between AGMs. The Committee will carry out any instructions given to them by the majority of Members at an AGM.
- e. The Committee will maintain an Inspection Committee, who will inspect plots twice yearly and has the power to ensure that plots and premises are well maintained, to the Association's satisfaction.

6. Additional Members and Sub-Committees

- a. The Committee will have the power to co-opt up to two additional members, as determined by the Committee.
- b. Co-opted members will have no voting rights on the Committee.
- c. The Committee will have the power to appoint the Members of such sub-Committees as it may from time to time decide, and shall determine their powers and terms of reference.

7. Meetings

- a. All members will have the opportunity to discuss any relevant allotment business prior to the start of communal work schedules 4 times per year. Notification of discussion points where possible should be intimated to the Chairperson or Secretary in advance.
- b. The AGM shall be held before the end of November each year. An Extraordinary General Meeting may be summoned upon request, in writing of 10 members. Notice of an EGM must be no less than 7 days.
- c. Notice in writing will normally be given of motions or business to be brought forward at an AGM, at least 4 weeks prior to the AGM.
- d. At the discretion of the Chair, relevant business may be discussed at the AGM, without prior notice.
- e. To ensure that AGM business is fully completed, any guest speaker invited to address the meeting will do so after the business of the AGM is completed.
- f. All Committee members must tend their apologies 1 week prior to committee meetings. This may be done verbally, by letter, telephone, email or text to an attending committee member. Any Committee member, who has failed to attend two meetings in any year for any reasons unacceptable to the Committee, will cease to be a Committee member.
- g. The Committee may remove any officer or committee member from the Committee. This can be done by a simple majority following an open discussion of the issues. The individual member will have the opportunity to put his/her point of view prior to any decision. If required the decisive vote may be conducted in confidence however, the voting numbers will be recorded in the minute.

8. Rules and Procedures at Meetings

- a. **Chair:** All meetings will be chaired by the Chairperson, or by another Association Member, as agreed by those present.
- b. **Voting:** All votes will be decided by a simple majority of the Members present. In the event of a tied vote, the Chair shall have the casting vote.
- c. **Quorum:** The quorum for Committee Meetings is 5 elected members, for other meetings, 10 members.
- d. **Disputes:** In the event of any dispute over the conduct of a meeting, the decision of the Chair will be final.

9. Constitution and Rules

A copy of the Constitution and Rules of the Association shall be made available via the association website.

10. Finance

- a. All monies raised by the Committee will be applied to further the objectives of the Association (see Clause 2) and for no other purpose.
- b. No member of the Committee will normally be paid fees or receive any remuneration other than pre agreed receipted out-of-pocket expenses, directly related to Association activities.
- c. The Treasurer shall open a Credit Union account in the name of the Association. Payments shall require any 2 authorised signatures –Treasurer and Secretary. The Treasurer will keep proper account of the finances of the Association and will pay all monies not immediately required into the account in the name of the Association.
- e. If no other activity is envisaged then a simple Income and Expenditure account and a balance sheet will suffice. In the event of other activities needing to be presented separately e.g. open days, trading, then a separate simple sub account will be introduced with agreement of the Committee.
- f. The Treasurer shall make available a report at each AGM meeting an income and expenditure and liabilities up to the Friday before the meeting, and make available at the meeting the most recent association account financial statement. The Treasurer's financial report shall be recorded in the minute.
- g. The Treasurer shall close the annual account on **31st October** each year and prepare income and expenditure statements and a balance sheet for presentation to the Honorary Auditor by the 2nd Monday in the following month. The audited accounts shall be circulated as part of the agenda for the Association's Annual General Meeting signed by the Honorary Auditor and Treasurer.

11. List of Members

The Membership Secretary shall keep a chronological membership list updated annually in which shall be entered the following:

- (a) Name, address and telephone number or email address of any member
- (b) Date of joining and leaving
- (c) Date of receipt of joining subscription.

Any member may see the entry in respect of themselves recorded in the official list of members, and in their own interest must notify any change of address to the Secretary.

12. Cessation of Membership

A member shall cease to be a member in the following eventualities:

- (a) The member's death
- (b) The member's resignation
- (c) The non-payment of the annual rent & subscriptions thereof for a period of 2 months after has become due
- (d) The expulsion of a member under Rule **12 (X)**

(X). Expulsion of members

A General Meeting may, by a vote of two thirds of the members present and entitled to vote, expel any member for conduct detrimental to the Association, provided that a notice specifying the conduct for which it is intended to expel, is sent to the member at the address entered in the register of members at least one calendar month prior to the date of the meeting.

13. Arbitration

In case any dispute arises between the Association or any of its officers and any member or persons claiming on behalf of a member or under the Rules, or in case of any complaint against any member, application may be made in writing to the Committee of Management for redress, and should the Committee not bring the parties to agreement, the matter in dispute will be submitted to Glasgow City Council who will act as final arbitrator.

One arbitrator shall be appointed by each of the parties concerned, and one by the Committee of Management.

The decision of the arbitrators shall be final, and the costs of such arbitration shall be shared between the parties as determined by the arbitrator.

In this rule the word 'Member' includes any person aggrieved who has for not more than 3 months ceased to be a member.

14 Alterations

Proposals to alter this Constitution can only be made as a Resolution at an AGM of the Association. Alterations will be made as a result of resolutions passed by a simple majority of members present.

15. Dissolution

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.

Adopted on behalf of Croftburn Allotments Association

Signed: _____ Chairperson

Name: David Finlay

Date: _____

Signed: _____ Secretary

Name: Elizabeth Bea

Date: _____