

CONSTITUTION

GARTHDEE FIELD ALLOTMENTS ASSOCIATION

1. Name

The Association shall be known as Garthdee Field Allotments Association (hereinafter 'the Association').

2. Objects

The objects of the Association shall be:-

- 2.1 To manage and supervise Allotments at Garthdee Field for the benefit of Members of the Association in accordance with Aberdeen City Council (hereinafter 'the Council') Rules and Regulations.
- 2.2 To promote a greater understanding of allotment gardening among the local community and beyond.
- 2.3 To provide, by whatever means agreed by the Membership, support for the Members in pursuit of their activities.
- 2.4 To foster good relations with residential neighbours, and local statutory and non-statutory bodies
- 2.5 To meet at least three times a year plus the AGM to discuss pertinent matters
- 2.6 To enter into such agreements and insurances, and manage the execution thereof, as may be deemed beneficial to the members of the Association

In pursuit of these Objects, the Association shall act in a non-discriminatory manner.

3. Membership

- 3.1 There shall be one class of Membership of the Association, Ordinary, restricted to one Member per allotment, including the Community Orchard.

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4. Management Committee

- 4.1 The business of the Association shall be conducted by a Management Committee (hereinafter 'the Committee') members of which shall be elected at Annual General Meeting.
- 4.2 The Committee shall meet at least 4 times per year
- 4.3 The Committee shall consist of 9 Members, being the 3 Office bearers of Chairman, Secretary, and Treasurer, and 6 Ordinary members
- 4.4 Any member may stand for Election.
- 4.5 The Quorum for a Committee Meeting shall be 5 members, one of whom shall be an Office Bearer
- 4.6 Each position will be for a term of 3 years. Members may stand for re-election, but may not stand for that position again after three (3) terms of office have been completed. They may stand for that position at the next rotation of elections.
- 4.7 The positions shall be elected in the following rotation :
 - Year 1: Chairman and Ordinary Members 1 & 2
 - Year 2: Secretary and Ordinary Members 3 & 4
 - Year 3: Treasurer and Ordinary Members 5 & 6
- 4.8 Should any member resign their position during a term of office, the Committee have the power to co-opt a Member to fill that vacancy up to the next AGM, and to ratify that position until the next rotational election.
- 4.9 The Committee shall have the power to co-opt up to 3 additional members, the terms of reference and duration of each co-option to be clearly defined at the time of co-option.
- 4.10 The Committee shall have the power to appoint Sub-Committees to address specific matters, on completion of which they shall be dissolved.
- 4.11 The local City Councillor, Council Representative and/or Community Councillor shall be invited and entitled to attend, and contribute to, any Meeting in an *ex officio* capacity but shall not be entitled to vote at any such Meeting.
- 4.12 The Chairman shall liaise with the Council regarding Management of the allotment site.
- 4.13 The Secretary shall maintain the list of Members.

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5. Annual General Meeting

- 5.1 The Annual General Meeting (hereinafter 'AGM') shall take place in November each year
- 5.2 The quorum shall be 10 Members, 3 of whom shall be Office Bearers
- 5.3 Formal notification of the date of the AGM, and the Agenda must be received by all Members at least 2 weeks before the date of the Meeting.
- 5.4 Pre-notification of the AGM will be sent out by 30th September inviting nominations or matters for discussion at the General Meeting.
- 5.5 Amendments to the Constitution must be submitted in writing to the Secretary by the 16th of October and must have a Proposer and two seconders. The proposer must attend the AGM to promote the amendment.
- 5.6 Nominations for Committee members other than the incumbent must have a Proposer and one seconder and be submitted in writing to the Committee by the 16th of October
- 5.7 The Agenda will consist of :
 - Chairman's Report
 - Treasurer's Report, including presentation of Accounts
 - Secretary's Report
 - Amendments to the Constitution
 - Election of Committee Members as per the rotation
 - Election of Honorary Auditor/ Independent Examiner
- 5.8 A General Meeting will follow the AGM to consider any general topics. Items wished to be considered should be notified to the Secretary by 16th October. .
- 5.9 Newly elected Committee Members will take office immediately after the AGM
- 5.10 Voting will be by simple majority, each member being entitled to one vote.
- 5.11 Multiple allotment holders will only have one vote
- 5.12 The Chairman will have the casting vote in the event of a tie
- 5.13 No Proxy voting will be allowed.
- 5.14 A Special General Meeting (hereinafter 'SGM') can be called at any time, by written Application to the Committee by a minimum of 10 members. Such Meeting will address only the topic nominated in the Application.

6 Finances

- 6.1 The Treasurer shall keep proper records of the Finances of the Association
- 6.2 The Treasurer shall prepare Annual Accounts for presentation to the AGM
- 6.3 The Treasurer shall maintain such Bank Account(s) as are deemed necessary for the proper running of the Association .
- 6.4 The Signatories to the Bank Account(s) shall be the Treasurer, and one of either the Chairman or the Secretary
- 6.5 All monies raised shall be applied to further the Objects of the Association and for no other purpose.
- 6.6 No Member of the Association shall receive any remuneration other than approved out-of-pocket expenses.
- 6.7 The Committee may employ or engage for payment such persons as are required to assist in the work of the Association.
- 6.8 An Honorary Auditor shall be required to audit the Accounts prior to the AGM
- 6.9 The Association Financial Year will run from 1st October to 30th September

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7. Dissolution

- 7.1 Upon Dissolution of the Association, the Committee shall sell any assets, and after clearing any debts, the remaining balance shall be donated to an Association with similar aims, or donated to a charity of the Association's choice.