

## **Mansewood Allotments Association Constitution 2017 -9**

### **1. Name**

The association shall be known as Mansewood Allotments Association

### **2. Objectives**

The objectives of the association shall be:

- To manage and supervise Mansewood Allotments for the benefit of the members of the Association in accordance with the Association Rules and Glasgow City Council's Missives of Let
- To represent and promote the interests of ploholders
- To practice good governance and follow participatory and non-discriminatory principles

In pursuit of these objectives, the Association shall be non-political, non-sectarian and non-racial.

### **3. Powers**

To carry out any activity in furtherance of the objectives of the association.

### **4. Membership**

- a) The membership shall be open to all ploholders at Mansewood Allotments and confirmed by the payment of an annual subscription as determined at the Annual General Meeting.
- b) Where more than one person works a plot and is named on the Missive of Let, membership of the association will be shared between them.
- c) All members of the association shall have voting rights at Annual or Special General Meetings of the Association. As per 4.b (above) only one vote per plot will be accepted.
- d) The Secretary will maintain a register of full membership.

### **5. Management Committee**

- a) The association shall elect from its membership at the Annual General Meeting, a Chair, Secretary, Treasurer, any other officers as the group consider necessary, and ordinary committee members to act as the Management Committee.
- b) The officers of the association shall hold office until the conclusion of the annual general meeting following their election but shall be eligible for re-election.
- c) Members of the Management Committee shall be nominated, proposed and seconded by members of the association at the AGM. No officer of the association shall serve as an officer for more than five consecutive years, after which at least a year must elapse before they are eligible to hold office again.
- d) All members of the Association shall be eligible for the Management Committee following completion of a one year qualifying period.
- e) The Management Committee shall comprise of a maximum of 10 and a minimum of 5 members, including the elected officers.
- f) Any member of the Management Committee who fails to attend three consecutive committee meetings, without proper noted apologies will be deemed to have resigned.
- g) The Management Committee shall have the power to co-opt other persons, or members, (to a maximum of three) as they consider necessary to further the association's aims and objectives.
- h) The Management Committee shall meet not less than 6 times per calendar year. Minutes shall be kept of all Management Committee Meetings.
- i) Any failure to elect, or any defect in the election, appointment, co-option or qualification of any individual member shall not invalidate the proceedings of the Management Committee.
- j) The Management Committee may appoint Sub-Committees as necessary and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such Sub-Committees shall be reported back to the Management Committee as soon as possible.

### **6. AGM**

The committee shall hold an Annual General Meeting of the membership, Not more than 15 months shall elapse between annual general meetings and the committee shall give a minimum of twenty-one days notice in writing to the membership.

The business of the AGM shall include but not be limited to:

- a) A report by the Chair of the year's activities.
- b) A review of the annual accounts.
- c) The election of Officers, and other members of the committee.

## **7. Rules of Procedure at all Meetings**

### *Special General Meeting*

The Chair shall at his/her discretion call a special general meeting of the Association membership. In addition, the Secretary may call a special general meeting of the membership within twenty one days of receiving a written request to do so, signed by not less than one third of the membership, giving reasons for the request.

### *Quorum*

The quorum the management committee shall be four members. The quorum of the General Meetings shall be one-quarter of the total membership.

### *Voting*

All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No member shall exercise more than one vote, but in the case of an equality of votes, the Chair at the meeting shall have the casting vote. Such casting votes shall be second votes and shall be final.

### *Minutes*

The minutes of meetings of the Association, the management committee, and sub-committees shall contain a record of proceedings, all resolutions and decisions.

## **8. Financial Authority**

- a) All monies raised by or on behalf of the Association shall be applied to further the aims and objectives of the Association and for no other purpose, provided that nothing herein contained shall prevent the payment of reasonable and proper remuneration to any employee of the Association and fees to professional and technical advisers. No payment shall be made to members of the Management Committee or of any committee or sub-committee appointed hereof other than reasonable out of pocket expenses.
- b) A bank/building society account shall be opened in the name of the Association as the Management Committee shall decide. The Management Committee shall authorise, in writing, three 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 two of the three authorised signatories.

## **9. Alterations to the Constitution**

Any alteration to this constitution shall require the agreement of not less than two-thirds of the members of the Association present and voting at an annual general meeting or special general meeting. Notice of any such alteration must have been received by the membership, in writing, not less than 21 clear days before the meeting at which the alteration has to be proposed.

## **10. Dissolution**

If the Management Committee, by a simple majority, decide that at any time it is necessary or advisable to dissolve the Association, it shall call a special general meeting, giving the membership not less than 21 days notice (stating the terms of the resolution to be proposed thereat).

If the decision is confirmed by a two-thirds majority of those present and entitled to vote, the Management Committee shall have power to dispose of any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to other organisations having similar aims and objectives.

Signed

*Chairperson*

*Treasurer*