

## **Grow in Glenburn (GIG) Constitution**

### **1. Title**

The association shall be known as: Grow in Glenburn (GIG)

### **2. Objectives**

The objectives of this association shall be to:

- Foster good relations and promote a greater understanding of gardening and green issues in the local community
- Establish a variety of gardening projects in Glenburn
- Involve a range of individuals, families, groups and organisations in the growing initiatives
- Raise awareness of and contribute to a reduction in Glenburn's carbon footprint
- Encourage the development of allotments locally which will potentially reduce 'food miles', promote healthy eating and engender sustainable local food production
- In pursuit of these objectives, GIG will be non-political, non sectarian and sensitive to equality and diversity

### **3. Powers**

In order to promote these objectives the association may:

- a) Employ staff to supervise, organise and carry out the work of the association, and to make reasonable provisions for the payment of pensions/superannuation where possible.
- b) Take out membership of organisations whose activities and interests are compatible with the aims of the association.
- c) Investigate and make applications to trusts and grant giving bodies.
- d) Purchase, take on lease or exchange, hire or otherwise acquire any property necessary for the promotion of the association and maintain and alter any buildings as necessary.
- e) Make regulations for the management of any property that may be acquired.
- f) Raise funds and invite and receive contributions by ways of subscriptions and donations. The association shall not undertake permanent trading activities in raising funds except by means of a company established for that purpose.
- g) Invest the moneys of the association not immediately required as may be thought fit, subject to conditions (if any) as imposed or required by law.
- h) The Chairperson, Secretary or Treasurer may execute legal documents on behalf of the association. Any two of the association Office Bearers shall sign such documents.

### **4. Membership**

- a) The membership will be open to all individuals, over the age of 16, who wish to further the objectives of the association.
- b) Honorary (or advisory) members may be elected at the discretion of the Management Committee but these members shall not be entitled to vote.
- c) The Management Committee shall have the right for good and sufficient reason to terminate the membership of any individual. The individual member concerned shall have the right to be heard by the Management Committee before a final decision is taken.
- 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 Chairperson, 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. No officer shall hold office for more than three consecutive years. On expiry of the 3-year period, one full year must elapse before any former officer shall be eligible for re-election to the same post, but shall be eligible for election to other Officer roles or ordinary Committee Member status.

- c) Members of the Management Committee shall be nominated, proposed and seconded by members of the association at the AGM.
- d) The Management Committee shall comprise of a maximum of 10 and a minimum of 5 members, including the elected officers.
- e) Any member of the Management Committee who fails to attend three consecutive committee meetings, without proper noted apologies will be deemed to have resigned.
- f) 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.
- g) The Management Committee shall meet not less than 4 times per calendar year. Minutes shall be kept of all Management Committee Meetings.
- h) 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.
- i) 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 in October of each calendar year and shall give a minimum of twenty-one days notice in writing to the membership.

The following procedures will be conducted:

- a) Presenting the report and accounts for the previous financial year.
- b) The election of Officers, and other members of the committee.
- c) Appoint an independent, competent person/s to verify the accounts should this be necessary.

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

### *Special General Meeting*

The Chairperson 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 at any meeting of the group shall be one-third of the total membership, Management Committee, or Sub-Committee as the case may be.

### *Voting*

All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No person 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) The accounts shall be verified at least once a year by the independent, competent person or persons appointed at the Annual General Meeting.
- c) A verified statement of the accounts for the last financial year shall be submitted by the Management Committee to the Annual General Meeting.
- d) 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, four 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 four 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 a 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. 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.

## 10. Dissolution

If the Management Committee, by a simple majority, decides 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 charitable or organisations having similar aims and objectives.

## 11. Adoption

This Constitution was certified as "a true copy" and adopted by the Committee at a General Meeting of Grow in Glenburn on 10 November 2009

Signed: .....  
*Chairperson*

Signed: .....  
*Treasurer*

Name: .....

Name: .....

Address: .....

Address: .....

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