

**Constitution
of
Scottish Allotments and Gardens Society**

Approved by AGM 2008

Based on recommendations from the Scottish Council for Voluntary Organisations

1. The name of the Society is "SCOTTISH ALLOTMENTS AND GARDENS SOCIETY" commonly known as Scottish Allotments.
2. The objectives of the Society shall be:
 - To preserve existing allotment gardens in Scotland.
 - To promote new allotment gardens in Scotland.
 - To educate allotment gardeners and the preserving of skills.
 - To represent the interests of allotment gardeners in Scotland.
 - To advocate the benefits of environmentally sustainable allotment gardening.
3. In pursuance of the objectives set out in clause 2 (but not otherwise), the Society shall have full power to do all things necessary or expedient for the accomplishment of the above objectives.
4. The structure of the Society shall consist of
 - a) The members (see below for definitions) who have the right to attend the annual general meeting (and any special general meeting) and have important powers under the constitution; in particular the members elect people to serve on the Executive Committee and take decisions in relation to changes in the constitution itself.
 - b) The Executive Committee who hold regular meetings between annual general meetings, and generally govern, manage, control and supervise the activities of the Society.
5. The Society shall be composed of the following members who have paid their relevant annual subscription.
 - 5.1 Federations or Forums or Groupings of Allotment Associations.
 - 5.2 Individual Allotment Associations or Societies.
 - 5.3 Individual Members.
 - 5.4 Corporate Members (Local Authorities, Businesses, Organisations)
6. Each of the above defined in clause 5 can elect delegates to attend the Annual General Meeting and any Special General Meeting of the Society as follows:
 - a. Each Federation or Forum or Grouping of Allotment Associations, two delegates.
 - b. Each Association or Society, one delegate for every 50 members or fractional part of 50 members up to a membership of 150. The representation in cases of membership over 150 shall be limited to 3 delegates.
 - c. Individual Members shall be delegates in their own right.
 - d. Corporate Member one delegate per organisation.
7. The Society shall be governed by an Executive Committee consisting of the President, Vice-President, Treasurer, Secretary and 9 Ordinary Committee Members. The office bearers shall serve in office for a period of 3 years with one-third of the ordinary Committee members

retiring annually. Retiring office bearers and ordinary members shall, however, be eligible for re-election. Normally office bearers who have held office for two consecutive periods of three years will retire from office for one year.

- 8 The Office bearers and ordinary members of the Executive shall be elected by the Delegates.

9 Annual and Special General Meetings

- a. The Annual General Meeting of the Society shall be held on the 3rd Saturday in June. Not later than 31st January each year, for the purpose of circulating to members, notice in writing shall be given to the members, of any motion or business which is to be brought forward at any General Meeting. Any amendment to same should reach the Secretary not later than 31st March. The Executive Committee must see any motion or amendment to that motion which is to be submitted to an AGM/SGM. The Secretary must ensure any motion submitted is seen by the Executive Committee at an Executive Meeting before being accepted for inclusion in the business of an AGM. Notification of the Annual General Meeting will be sent to members two calendar months before the meeting date, inviting nominations for Committee. Notice of Constitution amendments will be advised at least fourteen days prior to the Annual General Meeting.
- b. At each AGM the business shall include the consideration of the previous AGM minutes, the annual report of the work of the Society, the approval of the audited accounts, the election of officers and members to the Executive Committee, the appointment of auditors, motions submitted in line with a) above, and the transaction of such other business as may from time to time be appropriate.
- c. Special General Meetings may be held as the Executive Committee or a General Meeting may determine, or on a requisition in writing to the Secretary by 20 members. Fourteen days notice shall be given of a Special General Meeting.
- d. The names of Delegates must be advised to the Secretary prior to the Annual General Meeting. Substitutions are allowed and these should be advised to the Secretary no later than two days prior to the meeting.
- e. In a show of hands vote, each delegate or member attending shall have one vote. The President shall also have a casting vote in addition to the delegate vote
- f. If a poll is called for, a sub-committee shall be set up to devise and supervise the poll voting arrangements. It shall comprise 5 members with at least one member from each of the member categories 6.1, 6.2, 6.3, above. They shall consider the following.
- Whether membership is individual, or as part of an association, or as part of a grouping of associations.
 - The number of plot holders in each category.
 - Membership fees and whether those fees are paid up to date.
- In a poll the President will have a casting vote if necessary.
- g. 20 delegates as defined in 7a, 7b, 7c and 7d above shall constitute a quorum.
- h. AGMs and SGMs shall be conducted according to Standing Orders. (see separate document)

10 Executive Meetings

- a. Executive meetings shall be conducted according to Standing Orders. (see separate document)
- b. The Executive shall have the power to co-opt persons with special qualifications to assist in the furtherance of the work of the Society and its objectives. Co-opted members shall have no voting rights.
- c. 5 members of the Executive Committee shall constitute a quorum.

11 The Society may receive grants, subscriptions or donations in aid of its operations. Federations, or Forums, or Grouping of Allotment Associations, or Individual Allotment Associations or Societies, or Individual Members, or Corporate Members shall contribute to the funds of the Society. Such sums as shall be fixed annually at the Annual General Meeting. Such Subscriptions so agreed shall be due and payable by the 31st March each year.

12 The Constitution of the Society shall not be altered or repealed except at the Annual General Meeting or a Special Meeting of the Society called for the purpose (of which notice shall be given fourteen days prior to said Meeting) and then only with the concurrence of two-thirds of the Delegates present.

13 In the event of the dissolution of the Society, any assets of the Society (funds, moveable property rights etc.) remaining after the settlement of outstanding debts and commitments shall be distributed (in a manner to be decided at a General Meeting of the Society) amongst organisations with objectives compatible with those of the Society. For the avoidance of doubt, no part of the assets of the Society shall (otherwise in pursuance of the Society objectives) be paid or transferred (directly or indirectly) to the members of the Society, either in the course of the Society existence or on dissolution