

# KILLANDEAN COMMUNITY ALLOTMENT ASSOCIATION

## CONSTITUTION

### 1. NAME

The association shall be known as Killandean Community Allotment Association (hereinafter 'the Association')

### 2. AIMS and OBJECTIVES

- a. To foster the interests of its members and to represent them with West Lothian Council and other organisations in the on-going management of Killandean Community Allotment Site, Kirkton Campus, Livingston.
- b. To promote, as agreed by the membership, the provision of allotments in West Lothian.
- c. To provide, as agreed by the membership, opportunities for the public to learn about allotments and their cultivation.

### 3. POWERS

- a. To carry out any activity in the furtherance of the aims and objectives.
- b. To improve, develop, manage or otherwise deal with the property and or rights of the association.
- c. To do anything which may be incidental or conducive to the furtherance of the association's aims and objectives.

### 4. MEMBERSHIP

- a. All Tenants at Killandean Community Allotment site whose plot fees are paid to date are members of the Association.
- b. Any person, group of people or organisation ordinarily resident in West Lothian is eligible to apply for a tenancy at Killandean Community Allotment site.
- c. Tenants at Killandean Community Allotment site may add additional person(s) to their tenancy at any time. The additional person(s) will not have the right to take over the tenancy if the original Tenant relinquishes it unless a period of 5 years has elapsed since the date their names were added to the tenancy.
- d. There shall be no discrimination on the basis of age, disability, gender, nationality, race, religion or sexual orientation.

### 5. MANAGEMENT COMMITTEE

- a. The business of the Association shall be conducted by a Committee comprising - Chair, Secretary, Treasurer, Membership Secretary, Maintenance/Eco Co-ordinator and Events Co-ordinator.
- b. The Roles & Responsibilities of office bearers shall be defined by the Committee.
- c. The Committee shall manage the affairs of the Association between Annual General Meetings (AGM). The Committee shall carry out any instructions given to them by a majority of the members at an AGM or an Extraordinary General Meeting (EGM).
- d. The Committee may (if required) co-opt members to serve on sub committees.

### 6. ELECTIONS

- a. Office bearers are elected for a period of one year and may stand for re-election.
- b. With the exception of the Chair, should an Office Bearer leave the committee within the final six months of the term of office, the Committee may co-opt a replacement. If there is a period in excess of 6 months to serve, an EGM will be called seeking nominations from the membership to fill the vacant post.
- c. In the event of the Chair becoming vacant, then an EGM will be called seeking nominations from the membership to fill the post.

## 7. FINANCE

- a. All monies raised by the Association shall be used for the furtherance of the aims and objectives of the Association and for no other purposes.
- b. No member of the Committee shall receive fees or other remuneration. Out of pocket expenses may be re-claimed providing receipts are presented with the claim.
- c. All monies not immediately required shall be paid into bank account(s) in the name of the Association.
- d. All committee members shall be signatories to the account and two signatures shall be required on all cheques.
- e. The Treasurer shall keep proper accounts of the finances of the Association. Clear statements of accounts should be made available to the membership.
- f. Other than recurring items of expenditure previously approved by the membership, all items of expenditure in excess of an limit agreed at an AGM or EGM must be approved by the membership.
- g. The accounts for the 12 month period ending on the 31<sup>st</sup> December of the previous year shall be passed to an independent examiner (who may be a member of the Association, but not a Committee member) who shall be appointed at the AGM. The accounts shall be passed to the independent examiner two months before the AGM, so they can be circulated to the members with the AGM papers.
- h. The Committee shall ensure that adequate Public Liability Insurance and Insurance of the Associations assets is maintained at all times. No reduction in the scale or scope of the cover shall be made without the approval of the Membership at an AGM or EGM.
- i. Allotment plot fees are due on 1<sup>st</sup> February each year and the fees for the following year will be determined and set annually at the A.G.M

## 8. MEETINGS

- a. The AGM shall take place in March each year.
- b. Notice of the AGM together with a call for Agenda items and requests for nominations for office bearers will be sent to all members at least six weeks prior to the AGM and should be returned to the Secretary at least 4 weeks prior to the AGM. Minutes for the previous year's AGM, accounts for the previous year, the agenda for the AGM, proxy voting forms and a list of nominations will be sent out to the membership two weeks prior to the meeting.
- c. The Committee shall meet as often as is required for the efficient running of the Association, subject to this being at least four times per year in addition to the AGM.
- d. An EGM shall be held if requested by 25% of the membership, in writing to the Secretary. Such meetings shall be held within one month of the request. An EGM may also be called by the committee if required
- e. All meetings shall be chaired by the Chair of the Association, or in his / her absence by a member of the Association nominated by a majority of members present at the meeting including those present by proxy
- f. A quorum for AGMs and EGMs shall be 13 members including Committee members and those present by proxy.

## 9. VOTING

In order to vote at an AGM or EGM, members must be present at the meeting, or have completed a proxy voting form and submitted it to the Secretary before the start of the meeting. Voting shall be on the basis of one vote per tenancy.

## 10. ALTERATION

Alterations to this constitution may be made only as a result of resolutions passed by a majority vote at an AGM or EGM.

**11. DISSOLUTION**

In the event of dissolution in any event, all liquid assets after the clearance of any debt, shall be donated to a group(s) or organisation(s) with similar aims and objectives.

*Adopted as the Constitution of the Killandean Community Allotment Association at the meeting duly convened at Deans Community High School, Livingston on 20<sup>th</sup> May 2017*

*Signed.....Chairman*

*Dated.....*

*Signed.....Secretary*

*Dated.....*