

Aden Community Allotment Association (ACAA) Constitution

1. NAME

The Association shall be known as the Aden Community Allotment Association.

2. OBJECTS

The Objects of the Association shall be:

1. To manage allotments and community gardens within the Mintlaw area for the benefit of members, in accordance with the appropriate Terms and Conditions of Tenancy.
2. To promote, by whatever means agreed by the membership, the suitable provision of allotments and community gardens in the Mintlaw area.
3. To provide, by whatever means agreed by the membership, support for ploholders and opportunities for the public to learn about allotments and their cultivation.
4. To encourage the cultivation of its allotments in a sustainable, organic and wildlife-friendly way.

NB: In pursuit of these Objects, the Association is non-political and shall act in a fair and non-discriminatory way.

3. POWERS

The Association shall be empowered to do anything which may be incidental or conducive to the furtherance of its Objects.

4. MEMBERS and FEES

1. Members and Partners must live or work within the Mintlaw area.
2. Individuals aged 16 and over may become full members. All members have voting rights at Association meetings.
3. Youth members are entitled to share an allotment with a Full Member but cannot hold a Tenancy in their own right.
4. All members are eligible for election to the Association's Committee, with voting rights.
5. All members will pay an annual membership fee, to be set at the AGM or EGM. The due date for payment of fees will be 1st January. Members must pay their annual membership fee before being granted tenancy of an allotment plot and must continue their membership whilst remaining a tenant.

Committee discretion may be applied to any of the conditions or restrictions listed above.

5. MEETINGS

1. The Committee will meet at least six times a year or more often if required by the association. The meetings will be fully minuted and these minutes will be distributed to all members. Members will be informed of the date, time and venue. Members may attend a Committee Meeting to address an issue only after having given notice of their concern to either the Secretary or Chair who will decide whether the matter can be added to the Agenda. In addition, occasional informal meetings for members and invited guests may be arranged, possibly with a speaker or other relevant activity.
2. An Annual General Meeting shall be held in around October each year. An Extraordinary General Meeting may be summoned by a majority vote of the members or the Committee.
3. Written notice shall be circulated to all current members of motions or business to be brought forward at an AGM or EGM at least four weeks before the date of the meeting.
4. Rules and procedures at meetings:
 - a. Meetings will be chaired by the Chair or his/her representative.
 - b. A quorum for Committee voting is five elected members, including one office bearer. A quorum for an AGM or EGM is 25% of the current membership (rounded down) as reported by the Secretary.
 - c. All votes shall be decided by a simple majority of the members present. In the event of a tied vote, the Chair has a casting vote.
 - d. In the event of a dispute the Chair's decision is final.
 - e. Any member may submit a proposal for discussion at an AGM or EGM. To ensure competent discussion, a written motion should be submitted to the Secretary, with proposer and seconder, in time for it to be circulated to members at least two weeks in advance of the relevant meeting.
 - f. The Chair may, at his/her discretion, accept discussion of relevant business at the AGM without prior notice.

6. MANAGEMENT and FINANCE

1. The association shall elect a Committee from plot holders or good standing at an AGM or EGM. The Management Committee shall comprise not more than ten but not fewer than five members. The Committee shall have four office bearers: Chair, Vice-Chair, Secretary, and Treasurer. There shall also be up to six other members, with Committee voting rights. The Committee may, as appropriate, co-opt other members, without Committee voting rights and these must be plot holders and of good standing.
2. Officers and Committee members shall be appointed for a one-year period and may stand for re-election.
3. The Committee shall be empowered to manage the affairs of the Association between AGMs and any EGM, following, where possible, instructions and decisions taken by the membership. Any single financial

transaction involving a sum of over £500 must be referred to the Committee.

4. The Treasurer shall keep proper account of the finances of the Association and shall present accounts, audited by an independent examiner, to members at each AGM.
5. The AGM or EGM shall appoint a suitable independent examiner.
6. All monies raised shall be applied to the furtherance of the objects of the Association as set out above and for no other purpose.
7. No member of the Committee shall receive any remuneration other than out of pocket expenses as approved by the Committee.
8. Association monies shall be held in suitable bank accounts in the name of the Association and operated by two of the four office bearers.

7. TENANCIES and RENTS

1. Any member who has paid their membership fee for the current year is entitled to hold a tenancy or tenancies of allotment plots managed by the Association. A separate Tenancy Agreement shall be signed for each allotment plot.
2. The number of tenancies held by any one member shall be regulated by Rules determined by the Committee and currently in force at the time of application. No tenancy shall be terminated by the Association except for reasons given in the Rules and Regulation and Membership form.
3. Tenancies shall be allocated according to a list, maintained by the Secretary, in date order of joining the Association. Once the waiting list is satisfied for a specific site then any existing tenant may take up any number of vacant plots on that site for 1 year or part remaining year.
4. Any group member shall nominate an individual adult to sign each Tenancy Agreement with ensuing responsibilities. If the adult leaves the group, a replacement shall be nominated to countersign the Tenancy Agreement.
5. Each tenancy will attract an annual rent which must be paid by the end of January. The rents, which may differ according to plot size and site, will be determined by the Committee and approved by members at the AGM.

8. DISSOLUTION

If the Committee, by a majority, decides at any time that it is necessary or advisable to dissolve the Association, it shall call an EGM. Written notice of such a meeting shall be not less than four weeks, and shall state the terms proposed for the dissolution and the reasons for the proposal. In the event of the dissolution of the Association, all outstanding debts and liabilities will be cleared. The balance of any assets will then go to a similar organisation within the Aberdeenshire Council area or to a Mintlaw area charity, as decided by a majority of members at the time. No member of the Association shall gain from the dissolution of the Association.

9. ALTERATIONS

Proposals to alter this Constitution may only be made as resolutions at an AGM or EGM of the Association, to be passed by a simple majority of members present. Alterations may not be passed to have retrospective effect.

10. ADOPTION OF THE CONSTITUTION

This constitution was adopted by the members present at the inaugural EGM held on Thursday 30th October 2014.

Signed:

_____ (Chair)

_____ (Vice Chair)

_____ (Secretary)

_____ (Treasurer)

_____ (Member)