

Sir John Stirling Maxwell Gardens
Constitution
2015

Our Allotment Gardens date from 1888. This means they have been in existence as a resource for the people of Pollokshaws for 127 years. It is the responsibility of all the members of the Gardens to respect and develop these Gardens for those who come after us. We have made some changes that are beneficial, such as the meeting hall, good toilets and sound fencing. The committee has to encourage more development and greater links with other allotment societies. This interchange of ideas will help us as a society, and as gardeners. We are already committed to better disabled access, and a process of listening to the ideas of members is now underway.

All members should be willing to continue with this, making every part of the Gardens better than before.

1. This allotment society will be known as ‘Sir John Stirling Maxwell Gardens’ hereinafter as ‘The Gardens’

The object of the Gardens will be to manage and supervise the Allotments for the benefit of all the society’s members in accordance with the Gardens general rules and conditions of let.

- a. To provide, by whatever means agreed by the membership, support for the plot holders and opportunities for the wider public to learn about allotments, their cultivation and their importance in our society.
- b. In pursuit of these aims, the Gardens will be inclusive, open to everyone, irrespective of race, religion, gender or sexual orientation.

2. Fees and membership

Membership of the Gardens will be dependent on Fees being paid up to date, and the allotment being cultivated and maintained according to the rules of the Gardens.

Fees will be set or changed at the AGM. They must be paid in the four week period up to and including the date of the AGM, unless a satisfactory reason for not doing so is received by the committee beforehand. Late payment will incur a levy of £3. Rents still due 14 days after the AGM will be considered a vacation of the plot concerned. No money from the sale of hut/greenhouse will be paid out to a plot holder until the gate key is returned.

The Gardens waiting list must be organised in a strictly consecutive manner, by the Secretary. Letters of application should be dated by the secretary for this purpose. However the Secretary can refuse to add to the waiting list any person who has been expelled from any another Allotment Society.

3. Management Committee

Gardens members shall elect and appoint a committee consisting of Chair, Vice-Chair, Secretary, Treasurer and a maximum of twelve other members including the groundsperson, and two auditors. All of the Management Committee must be plot holders. Office bearers are appointed for a year and Committee members should also be elected annually. Meetings are to be held once monthly. At this meeting four shall form a quorum.

The Committee will have the power to manage the affairs of the Gardens between Annual General Meetings. The AGM will be held on the second Sunday in May, unless this has to be moved for good reasons. Honoraria will be voted on at this meeting and will be paid to the Secretary, Treasurer and Groundsperson. At the AGM twenty shall form a quorum.

4. Additional members and sub-committees

The Committee shall have the power to co-opt up to two additional members, as determined by the Committee. Co-optees shall have no voting rights at the meetings.

The Committee shall have the right to appoint sub-Committees as it may need from time to time, and to decide their powers and terms of reference.

5. Meetings

The Committee shall meet monthly during the growing season or at the discretion of the Chair or Secretary.

The Annual General Meeting will be held in May of each year. A quorum of twenty is necessary for this. An Extraordinary General Meeting may be requested on the request in writing of twenty members.

Notice in writing of any business or specific changes to be discussed at the AGM should be given at least four weeks prior to the AGM. At the discretion of the chair and committee, relevant business can be discussed at the AGM, without prior notice.

Guest speakers can be invited to speak at the AGM, but the relevant business of the AGM must be completed first.

6. Rules And Procedures At Meetings

Chair: all meetings will be chaired by the Chairperson or by another member of the Committee, dependent on the agreement of those present.

Voting: All votes will be decided by a majority of the members present at the meeting. If there is a tied vote, the Chair has the casting vote.

Disputes: In the event of any complaint being made about the conduct of a meeting, the Chair's decision is final. Members disrupting the meeting, or not allowing others to speak, will be asked to leave the meeting forthwith.

Quorum: The quorum for committee meetings is four and for AGMs twenty members.

Resolutions: Any member can propose a resolution to be discussed at the AGM. To ensure a resolution is discussed, it should be submitted in writing to the Secretary, along with the names of Proposer and Seconder 4 weeks before the meeting. The resolution should have been circulated to the members of the Association in the 4 week period before the meeting. Any member may propose a resolution at an AGM, but it will be the Chair's decision as to whether or not it will be put to the meeting. Resolutions concerning alterations to the Constitution may only be put up to an Annual General Meeting.

7. Finance

All money raised by the Committee shall be used to further the needs and development of the Gardens.

No member of the committee shall be paid fees, other than for out-of-pocket expenses.

The treasurer shall keep accurate accounts of the finances. All money not immediately required will be paid into a bank account in the name of Sir John Stirling Maxwell Gardens. The funds of the Gardens will be held in a bank account operated by two office bearers.

The accounts and receipts should be passed to two auditors, who should be selected by the Committee. These persons should be members of the Gardens, should be of good standing, and not related to any Committee members. The accounts/receipts should be given over to these auditors two months before the AGM to allow books to be checked and a report prepared for the members to examine at the AGM.

8. Development

This has already been referred to in our opening paragraph. It is important that we look and plan for the future, and we have started this process by visiting other allotment societies in the area and learning from them. The contacts we are in the process of building with these groups will help all of us. We hope to share ideas and gardening advice in our own Gardens, and get ideas and information from others.
