CONSTITUTION OF:

Seaboard Community Polytunnel Group (SCPG)

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ADOPTED ON: Friday 1 September 2017

1 Name

The name of the Group is the <u>**Seaboard Community Polytunnel Group**</u>

2 Aims

The aims of the Group are to:

1. Address social isolation and loneliness, by providing a place for individuals to socialise and take part in activities and feel connected in the community.
2. Encourage intergenerational activities between local residents to fully utilise and share local knowledge, skills and experience and help to decrease anti-social behaviour.
3. Provide a sustainable source of fruit and vegetables for vulnerable community members who have mobility and transport issues.
4. To provide education to people in the community on how to grow fruit and vegetables and use seasonal produce, and encourage a 'grow local, eat local' culture.
5. Encourage community composting and recycling of household organic waste for a greener community.
6. To provide flowers and shrubs for planters to improve the aesthetic of the area, promote community pride and encourage tourist visitors.

3 Powers

In order to achieve its aims the Group may:

(a) Raise money
(b) Open bank accounts
(c) Take out insurance
(d) Acquire, erect and manage a commercial polytunnel and auxiliary structures
(e) Organise courses and events
(f) Work with other groups and exchange information
(g) Do anything that is lawful which will help it to fulfil its aims

4 Membership

(a) Membership of the Group shall be open to any person over 18 or any organisation living or located within the Seaboard area who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee.

(b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

(c) Every individual member and each organisation shall have one vote at General Meetings.

(d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.

(e) Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name.

5 Management

(a) The Group shall be administered by a Management Committee of the Officers and not more than FOUR (4) other members elected at the Group's Annual General Meeting (AGM).

(b) The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.

(c) The Management Committee shall meet at least FOUR (4) times a year.

(d) The Chairperson shall Chair all meetings of the Group.

(e) The quorum for Management Committee meetings shall be THREE (3) members.

(f) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.

(g) The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.

(h) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

6 Duties of the Officers

(a) The duties of the Chairperson are to:
• *chair meetings of the Committee and the Group*
• *represent the Group at functions/meetings that the Group has been invited to*
• *act as spokesperson for the Group when necessary*

(b) The duties of the Secretary are to:
• *take and keep minutes of meetings*
• *prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson*
• *maintain the membership list*
• *deal with correspondence*
• *collect and circulate any relevant information within the Group*

(c) The duties of the Treasurer are to:
• *supervise the financial affairs of the Group*
• *keep proper accounts that show all monies collected and paid out by the Group*

7 Finance

(a) Any money obtained by the Group shall be used only for the Group.
(b) Any bank accounts opened for the Group shall be in the name of the Group.
(c) Any cheques issued shall be signed by the Treasurer and one other nominated official.

8 Annual General Meeting

(a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of OCTOBER.
(b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be THREE (3) members.
(c) The business of the A.G.M. shall include:
> *(i) receiving a report from the Chairperson on the Group's activities over the year*
> *(ii) receiving a report from the Treasurer on the finances of the Group*
> *(iii) electing a new Management Committee and*
> *(iv) considering any other matter as may be decided.*

9 Special General Meeting

A Special General Meeting may be called by the Management Committee or by any THREE (3) members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10 Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11 Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution was adopted at a general meeting of the Group on 1st SEPTEMBER 2017

Signed by:

Chairperson:
(Ross Butchart Balfour)

Secretary:
(Sandra Skinner)

Treasurer:
(Ross Butchart Balfour)

Other Committee members:

Norma Christine Balfour

George Skinner