

**LINLITHGOW AND DISTRICT ALLOTMENT SOCIETY
CONSTITUTION 18-19**

1. Name

The Society shall be called the Linlithgow and District Allotment Society (hereinafter referred to as the "Society"). The name of the Society may be abbreviated to LADAS.

2. Objectives

The Society's objectives are:

- 2.1. To represent the Membership of the Society in relation to the establishment and provision of allotments in the Linlithgow and District area.
- 2.2. To promote involvement in allotment gardening across the Linlithgow and District area, across all communities, and act as an example of good practice for future allotment development in West Lothian.
- 2.3. To act as a single point of contact for liaison between plot holders, potential plot holders, West Lothian Council or other landlord (including liaison over plot fees, site rules, and plot allocation etc), as well as liaison with external bodies such as SAGS, Burgh Beautiful, Transition Linlithgow.
- 2.4. To undertake such other activities as agreed by the Membership or Committee ancillary to the above aims.

3. Powers

In furtherance of the objectives the Society may:-

- 3.1. Represent the collective view of the Society or its committee whilst liaising with representatives of voluntary organisations, government departments, local and other statutory authorities and individuals.
- 3.2. Engage or appoint any person, organisation, professional or technical advisor to undertake, or supervise work on behalf of the Society, provided that the Society has adequate funds to satisfy any such commitments.
- 3.3. Become members of any organisation that is compatible with the Society's objectives.
- 3.4. Purchase, take on lease or hire, exchange or otherwise acquire any property or any rights or privileges and construct, maintain or alter any buildings as appropriate for the furtherance of the Society's objectives.
- 3.5. Collect plot rental from plot-holders and pay site rental to landlord/s.
- 3.6. Maintain a waiting list of potential plot-holders if all available plots are filled.
- 3.7. Sell, let, dispose of or turn to account all or any of the property or assets of the Society.
- 3.8. Open and maintain such bank accounts as the Committee may think fit.
- 3.9. Raise funds for the furtherance of the objectives, including, but not restricted to subscriptions from the Membership and from grants and gifts on such terms deemed appropriate by the committee.
- 3.10. Perform any other lawful acts as are incidental or conducive to the attainment of the objectives.

4. Membership

- 4.1. Full membership of the Society shall normally be open to any individuals of sixteen years and over whose permanent residence is within five miles of the site, with a Northern boundary of the Forth, and a Southern boundary of the M8, or otherwise at the discretion of the Committee, who have fully paid their membership subscription and any other debts to the Society.
- 4.2. Associate membership of the Society shall be open to any individual or organisation (including, but not restricted to, incorporated bodies, voluntary organisations, charities) which the Committee deem would further the interests of the Society. Any such organisation to be represented by one nominated or appointed person at meetings of the Society.
- 4.3. Honorary membership may be conferred on an individual at the discretion of the Committee as recognition of the high value of that individual's contribution to the Society. An honorary member may participate in Society events and meetings but pays no membership fees and has no voting rights.
- 4.4. The Committee may terminate the lease and membership of any member if they engage in conduct which the Committee believes is significantly detrimental to the objectives of the Society, or which may seriously damage the reputation of the Society. They must vacate their plot immediately and would not be entitled to any refund of plot rental. The member has the right to appeal, as described in 4.8 below.
- 4.5. A minimum of two Committee members will inspect plots on a quarterly basis. Plot-holders who do not comply with Site Rules and other requirements will be notified in writing and must rectify issues within 30 days or give notice of mitigating circumstances.
If this is not carried out to the Committee's satisfaction the plot-holder will receive a second warning in writing, following which their lease and membership of the society will be terminated. They must vacate

their plot immediately and would not be entitled to any refund of plot rental. The member has the right to appeal, as described in 4.8 below.

- 4.6. The fee for membership shall be reviewed annually by the committee and any increase notified to members prior to the AGM each year, at which point the membership fee becomes due.
- 4.7. No member will be discriminated against on the grounds of age, sex, race, disability, religion or belief and sexual orientation.
- 4.8. A member may appeal against a Committee decision to terminate their lease and membership as follows.
 1. Within a week of the decision, they may put their case in writing to the Committee, who will consider it and respond within a week;
 2. If the member disagrees with the Committee's response to 1 then they should notify the Committee of the fact within a week. An Appeals Committee will be formed consisting of at least three former Committee members. The member may, within a week, put their case in writing to the Appeals Committee; the Committee will also present their case to the Appeals Committee; and the Appeals Committee will make the final decision.

5. AGM and EGMs

- 5.1. There shall be an annual general meeting (AGM) of the Society held before April each year. All Members shall be eligible to attend and vote at those meetings. Persons unable to attend in person may appoint a proxy to vote on their behalf. Voting is one vote per plot, and membership cards may be required to be shown when voting.
- 5.2. The date of the AGM shall be communicated to the Membership at least 14 days in advance. Any additional agenda items or amendments requested by members must be notified to the Secretary at least 7 days before an AGM / EGM.
- 5.3. An extraordinary general meeting (EGM) may be called at any time (given at least 14 days notice) either by the Committee or at the request of at least 50% of the membership.
- 5.4. The quorum for an AGM or EGM shall be not less than ten membership holders
- 5.5. A majority decision of those persons present shall be required to effect a decision. The chairperson shall not have a vote, but may use a casting vote in the event of any tie.

6. Committee

- 6.1. The membership shall appoint the following office bearers at each AGM, who may hold the post for a maximum of four consecutive years:
 - 6.1.1. Chairperson
 - 6.1.2. Secretary
 - 6.1.3. Treasurer
- 6.2. In the event of an office-bearer terminating office during the year, the committee may elect one of its own number to temporarily fill the vacancy until the next AGM.
- 6.3. The membership shall also appoint a minimum of 3 and a maximum of 6 other persons at each AGM to serve as members of the Committee.
- 6.4. The Committee may invite as many (non-voting) members as it needs to join it to complete its activities and may co-opt a member of the Society.
- 6.5. The Committee shall meet not less than 4 times per annum.
- 6.6. A quorum of the committee shall be 3 members of the committee.
- 6.7. The Committee may create subcommittees, or special subgroups (who may not necessarily be members of the Committee) to help it fulfil its responsibilities.
- 6.8. The Committee shall be empowered to undertake the day-to-day running of the Society without reference back to the Membership, unless such activities would result in significant deviation from previously agreed plans or budgets.

Finance

- 6.9. All monies raised by the Committee shall be applied to further the objects of the Society stated above and for no other purpose.
- 6.10. No member of the Committee shall normally be paid fees or receive any remuneration other than out-of-pocket expenses.
- 6.11. The Treasurer shall keep proper accounts of the finances of the Society. The accounts shall not require formal audit but shall be available for inspection, by any Member of the Society and copies will be available on request at the AGM.

7. Alterations to the constitution

Alterations to the constitution shall only be approved at an AGM or EGM of the society, with the proposed alterations published / circulated at least 14 days before the meeting.

8. Dissolution

- 8.1. The Committee may recommend the dissolution of the Society. In such case, the Committee shall call an AGM or EGM giving not less than 28 days notice. If agreed upon at an AGM or EGM the society shall be dissolved.
- 8.2. The Committee shall then dispose of any assets or funds either directly to another organisation with similar objectives, or to be held in trust until such time as another organisation with such aims can be identified. Such funds being held in trust for no longer than 3 years. The funds shall not be distributed amongst the membership.