



Lammermoor Allotments Association

Constitution

COMMITTEE

The Association will be run by a Committee elected at the Annual General Meeting, consisting of four Office Bearers and six Ordinary Members:

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary
- Four to Six Ordinary Committee Members

Each will serve until the conclusion of the following AGM, when they will be eligible for re-election. In the event of a mid-term vacancy, committee members will elect a new Office Bearer from existing committee members, where a unanimous vote will be required or, in the event of the vacancy of an Ordinary Committee Member, the remaining Committee will fill the position. The Committee may appoint Sub-committees as deemed necessary. Sub-committees will report back to the main Committee and will operate within any budget or authority delegated to them by the Committee..

Working Groups

The Committee may establish informal Working Groups made up of members who wish to contribute to the upkeep and improvement of the site but do not wish to serve on the Committee.

These groups may undertake manual tasks, assist with events, or help implement projects as directed by the Committee.

Working Group members will have no formal standing, no voting rights at Committee meetings, and no obligation to attend meetings unless specifically invited.

A Committee Member will act as a liaison for each Working Group to ensure coordination and oversight.

COMMITTEE MEETINGS

The Committee will meet at least three times per year in addition to the AGM and any EGM'S called. The Committee will determine all general matters and decide on affiliation to those organisations which best serve its interests. The Committee may co-opt a Committee Member, even if not a plot holder at Lammermoor Allotments, for reasons of

experience or special expertise. Co-opted members will be in addition to regular members and will not have a vote.

Committee meetings will be held at the association shed or another place, per agreement by the committee. All active members of the association are welcome to attend.

The Committee may conduct business, discuss matters, and make decisions via electronic communication, including email, messaging groups, or video conferencing, where appropriate.

Voting on Committee matters may be conducted electronically, provided all voting members are given the opportunity to participate and the results are recorded in the minutes of the next in-person or virtual Committee meeting. For any vote conducted electronically, a majority of all Committee Members (not just those participating) is required for the decision to be valid, and until this is reached, no vote is valid.

Decisions made electronically carry the same weight as those made at physical meetings, subject to any quorum or voting rules in this Constitution.

The Committee may hold all or part of a meeting in private where confidential or sensitive matters are being discussed. This includes but is not limited to personal complaints, disciplinary issues, financial matters involving individuals, or data-protected information.

Only Committee Members (and relevant parties if invited) may attend private sessions, and any discussions will be recorded confidentially in a separate section of the minutes.

Events Sub-Committee

The Committee may form an Events Sub-Committee responsible for planning, organising, and delivering the Association's events, including the annual festival.

The Events Sub-Committee will consist of volunteers appointed by the Committee and may include members who are not part of the main Committee.

This Sub-Committee will operate under a budget set by the main Committee and will report back to the Committee at agreed intervals.

Members of the Events Sub-Committee will have no voting rights at Committee meetings and are not required to attend, with the exception of the sub-committee chair, unless specifically invited.

ANNUAL GENERAL MEETINGS

The Annual General Meeting will be held in January each year. 21 days' notice will be given via Facebook and the notice board on site.

The Agenda will be:

- Minutes of Previous AGM
- Chairpersons Report
- Treasurers Report
- Examination of audited accounts
- Appointment of auditors
- Election of office bearers and committee members
- Any other competent business.

Extraordinary General Meetings

These may be called at any time by the secretary, on receipt of a request signed by at least 5% of members, or by resolution of the committee. 21 days' notice will be given to all members, and the agenda will be specified in the notice.

Rules for Meetings

The quorum for committee meetings will be 4 from the committee, two of whom must be office bearers.

The quorum for AGM's /EGM's will be 4 office bearers, at least 2 ordinary members and at least 20% of the association membership.

All members will have one vote, and votes by proxy will be accepted by submission to the secretary forty-eight hours in advance of any meeting.

In most cases, a simple majority will decide the vote, except where a vote is being taken on proposed changes to the constitution or dissolution, when a two-thirds majority of those in attendance will be required.

At all meetings, in the event of a tied vote, the person chairing the meeting will have the casting vote.

Minutes will be taken and record all proceedings, resolutions and decisions and will be freely available to all members.

Funds

Funds will be raised by annual membership, donations, fundraising, grants and legacies and will be held in bank accounts to be administered by the treasurer through the committee.

Withdrawals will require two signatures from the Chairperson, Treasurer and Secretary, none of whom will be related, reside at the same address or otherwise be in a relationship.

The Financial Year will run from 1st November to 31st October.

The Treasurer will keep proper account of the finances and at the end of the financial year prepare an Annual Statement of Accounts.

Accounts will be independently examined at least once a year by two auditors appointed at the previous AGM, who will not be members of the Committee.

In the event of dissolution of the Association, after discharging all debts/liabilities of the Association, all funds/assets will be disbursed according to the decision of the committee and agreed at an Extraordinary General Meeting for that purpose.

Membership

The Committee has the right to terminate any membership for sufficient reason, provided that the individual has been given the opportunity to be heard at a General Meeting, called in accordance with the rules set out below, before a final vote is made. The individual will have the right of appeal to an independent adjudicator.

All plot holders at Lammermoor Allotments are eligible for membership, which will be one membership per plot, with one vote per member.

Data Protection

All data will be held securely in accordance with the General Data Protection Regulations (GDPR), used solely for the purpose of operating the association, and deleted once a membership is terminated.

Adopted by its members at a meeting held on 15th July 2025

Signed 15/07/2025

Chairperson – Andrew Thomson

Vice Chairperson – Derek Watt

Treasurer – Drew Simpson

Secretary – Hayley Martin