

CONSTITUTION OF GARDD GYMUNEDOL LLANSADWRN COMMUNITY GARDEN

1. NAME

The name of the organisation will be Gardd Gymunedol Llansadwrn Community Garden (hereinafter called 'the Garden').

2. AIMS

Llansadwrn Community Garden aims to create, maintain and develop a permanent thriving community resource for the benefit, enjoyment and involvement of the residents of Llansadwrn Community.

It will, within a context of sustainability and alleviating climate change, in the garden and when and where appropriate in the wider community environment:

Encourage participation in garden-related activities that are creative, sociable, educational, skill enhancing, healthy, environmentally sustainable and enjoyable.

Promote awareness of the benefits of gardening, orchard management, and related outdoor activities.

Through management of the garden promote awareness and appreciation of good environmental policy, principles and practices. For example recycling, reduced use of plastics, nature conservation, organic cultivation, sustainable horticulture/permaculture and related subjects.

Be well maintained and the activities undertaken will be appropriate to the garden and its location.

Offer opportunities for gardening and land-based activities for the whole community without discrimination or favour.

Ensure all relevant outputs, signage etc. are bilingual, with both English and Welsh of equal prominence

Form and maintain a well-functioning group that acknowledges, values and respects the differing perspectives, opinions, abilities to contribute, and

characters of members of the group and of the Llansadwrn Community.

The achievement of these Aims will be instructed by the Negotiation Document between the Garden and Llansadwrn Community Council (Annex A) and the Garden's Equal Opportunities, Data Protection and Privacy, Welsh language, Health and Safety, Volunteer and Environmental policies (Annexes B,C,D,E,F,G).

3. MEMBERSHIP AND AFFILIATION

Membership will be open to all residents of the Llansadwrn Community who contact the Secretary and, having received a copy of this Constitution, confirm to the Secretary that they subscribe to the constitution, agree with the aims of the Garden and wish to become a Member. The Secretary shall keep a list of the Members from time to time.

Members may resign at any time in writing or email to the secretary

The Garden will have powers to affiliate individuals to the group and affiliate the Garden to other organisations with similar aims.

It will operate an Equal Opportunities Policy

4. TERMINATION OF MEMBERSHIP

The Committee will have the right, for good and sufficient reason, to terminate the membership of an individual Member, provided that the individual Member has the right to be heard by the Committee before a decision is made

5. COMMITTEE

The Annual General Meeting will elect a Committee to direct the policy and general management of the affairs of the Garden (subject to the limitations set out in clause 6) and three Members shall be elected to the offices of Chairperson, Treasurer and Secretary by the Annual General Meeting. The Committee will consist of a minimum of three (or half the membership if this is smaller) and a maximum of six Members elected at the Annual General Meeting. The Committee may also co-opt further Members provided that the number of co-opted Members of the Committee does not exceed one-third of the total number of Members of the Committee. One-third of the Members of the Committee will retire annually, but will be eligible to be appointed or co-opted again. All Members of the Garden are eligible to be part of the Committee. The Committee will meet at least four times a year at General Meetings.

The officers' roles are as follows:

Chair, who shall chair General, Annual General and Special meetings
Secretary, who shall be responsible for the taking of minutes and the distribution of all papers and who shall be responsible for keeping details of Members.
An Assistant to the Secretary may be elected. In the absence of the Secretary at a meeting the Assistant Secretary's vote will count as a Committee Member vote.
Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

6. ABILITIES

In order to achieve the aims of the Garden the Garden will have the ability to:

- a) Purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges necessary for the promotion of the Garden's aims, and construct, maintain and alter any buildings or erections necessary for the work of the Garden.
- b) Subject to such consents as may from time to time be required by law, sell, let, dispose of or turn to account all or any of the property of the Garden.
- c) Take and accept any gifts of property, whether subject to any special trust or not.
- d) Provide accommodation, services and facilities as appropriate.
- e) Hold events, talks and discussions, and provide instruction and information.
- f) Print and publish or arrange to have printed and published (whether free or for sale at moderate prices) reports, periodicals, leaflets and other literature.
- g) Disseminate and publish or arrange to have disseminated and published (whether free or for sale at moderate prices) information, reports, periodicals, leaflets and other literature images via the internet.
- h) For the purposes of f) and g) include photographic and other images subject to the Garden's Data Protection and Privacy Policy
- i) Support any charitable institution or body and subscribe or guarantee money for charitable purposes in the achievement of any of the Garden's aims.
- j) Issue appeals, hold public meetings, lectures and exhibitions, and take steps to promote and publicize the Garden's aims and procure contributions to its funds in the form of donations, subscriptions, covenants and otherwise.
- k) Conduct research and publish useful results of all such research.
- l) Co-operate and co-ordinate with representatives of the statutory authorities, voluntary organisations and charities in the achievement of any of the

Garden's aims.

m) Hire and remunerate contractors and specialists as required.

m) Take other steps, as agreed by a general meeting, to further any of the Garden's aims.

7. ANNUAL GENERAL MEETINGS

The Garden will hold an Annual General Meeting, open to all Members and the public. The Annual Report of the Committee and the signed Statement of Accounts will be presented at this meeting and the resignations and appointment of Committee Members will be conducted. Recommendations can be made to the Committee and, whenever necessary, the meeting will endeavour to reach a consensus of opinion before voting on proposals to amend the constitution in accordance with clause 12 (below).

8. SPECIAL GENERAL MEETINGS

The Members may decide at any time to call a Special General Meeting to alter the constitution in accordance with clause 12 hereof, or to consider any matter. If the Secretary or Committee receives a written request to hold a Special General Meeting, signed by more than 50% of the contact list Members and giving reasons for the request, a meeting open to Members and the public must be held within one week. The meeting will endeavour to reach a consensus of opinion before voting on proposals in accordance with clause 12 (below).

9. GENERAL MEETINGS

To be open to Members and public and announced at least two weeks in advance on the Reading Room notice board and on the Llansadwrn website.

10. RULES OF PROCEDURE AT ALL MEETINGS

a) Consensus of opinion/Voting

Subject to the provisions of clause 12, all questions and issues arising at any meeting will be discussed and an attempt made to reach a consensus of opinion before any decision is validated by a simple majority vote of those present and entitled to vote. No member shall exercise more than one vote, but in the case of the equality of votes the decision being voted on will be regarded as lost.

b) Quorum

Five Members two of whom must be Committee members shall form a quorum at meetings

c) Minutes

Minute books will be kept by the Committee and any Sub-committee Groups, and the appropriate Secretary will record all proceedings and resolutions. Minutes of all meetings will be open to all Members.

d) Agenda

Relevant supporting information and documentation to be submitted to the Secretary one week before meetings.

e) Any other business

Any new questions or issues arising under AOB may be deferred to the next meeting by the Chair.

f) All Committee meetings shall be open to Members and the public to attend and to be heard except during discussions of personal matters.

g) The Chair shall call on observers to speak at her/his discretion or when a simple majority of the members request it.

11. FINANCE

a) All monies raised by or on behalf of the Garden shall be applied to further the aims of the Garden and for no other purpose.

b) The Honorary Treasurer shall keep proper accounts of the finances of the Garden and provide a financial update at each meeting.

c) A bank account will be maintained on behalf of the Garden at a bank agreed by members.

d) The Treasurer, Secretary and Chairperson to be signatories.

The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

For cheque payments, the signatories will sign the cheque.

For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

e) The accounts shall be examined and signed off annually by two Members of the Committee in addition to the Treasurer,

f) A signed statement of accounts for the last financial year should be submitted by the Committee to the Annual General Meeting.

12. DISSOLUTION

If the Committee, by a simple majority, decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Garden there will be a meeting of all Members (giving at least 21 days' notice). A notice must be posted in a conspicuous place at the Garden and all members on the Garden's contact list informed of what is being proposed. The Committee must also advertise the meeting and proposal in the Post or a local newspaper and on the Llansadwrn website.

If such decision is confirmed by a simple majority of those members present and voting at such a meeting, the Committee shall have power to dispose of any assets held by or in the name of the Garden. Any assets remaining after the satisfaction of any proper debts and liabilities shall be donated for charitable purposes benefitting the Llansadwrn Community as identified by the Meeting.

13. ALTERATIONS TO THE CONSTITUTION

Any proposals to alter this constitution must be delivered in writing to the Secretary of the Garden not less than 28 days before the date of the meeting at which it is first to be considered.

All alterations will require the approval of both:

- a) A majority of members of the Core Group attending
- b) A two-thirds majority of the contact list Members attending.

Notice of each such meeting must have been given in accordance with the normal procedure at least 14 days before the meeting in question and giving the wording of the proposed alteration.

Signed:

Name:

Date:

Signed:

Name:

Date:

Signed:

Name:

Date:

Signed:

Name:

Date: