

Tarland Community Garden – Sub-Committee Rules of Procedure

Tarland Community Garden (TCG) will be constituted as a sub-committee of Tarland Development Group (TDG) and will be subject to TDG's Constitution.*

Purposes of Tarland Community Garden

The basic purpose of TCG is to provide communal facilities and equipment, accessible to all, to increase local vegetable and fruit production in Tarland. The detailed purposes are:

- to facilitate local production of vegetables and fruit, by providing all-weather growing facilities in a challenging climate;
- to provide a social focus for people of all ages and abilities with an interest in growing vegetables and fruit;
- to encourage sharing of expertise and skills;
- to provide an inclusive and accessible space for horticulture and relaxation;
- to promote the use of horticultural techniques, low chemical inputs and develop methods for increasing sustainability.

Membership

Membership of TCG will be open to residents, groups and members of groups from Tarland and the surrounding area (within the Cromar Community Council boundary) who subscribe to the purposes of TDG and TCG. All members (whether individuals or part of a larger group) will have voting rights at members meetings. Any person or group who wishes to become a member must sign a written application for membership. All applications for membership will be considered by the Garden Sub-Committee, which may, at its discretion, refuse to admit any person or group to membership. Fees may be charged for membership, the levels of which shall be agreed annually at each Annual General Meeting. Members will be provided with 'Garden Guidelines for Members' which will outline the terms and conditions with which members will be expected to comply. The Garden Sub-Committee will be at liberty to withdraw membership from any person or group that fails to comply with these Guidelines, after a reasonable period of notice (three months).

Powers

The Garden Sub-Committee will make day to day decisions on how TCG is managed and operates and will supervise any contractors or staff.

Decision-making

TCG will be managed by the Garden Sub-Committee which shall have a minimum of 4 members and a maximum of 8, at least 1 of whom will be a Trustee of TDG. Initially, the Garden Sub-Committee will be elected at a

members meeting to be held as soon as practicable after the Community Garden has been established. The Garden Sub-Committee shall elect a Chairperson and Secretary from amongst its members at its first meeting following the members meeting, and thereafter following every Annual General Meeting (AGM).

The Garden Sub-Committee will meet at least four times per year and one of these meetings will be an Annual General Meeting (AGM). A minimum of fourteen day's notice of each meeting of the Garden Sub-Committee shall be posted by the Secretary on the community garden noticeboard and all members will be welcome to attend. Minutes of the meetings will be taken by the Secretary and copies posted by the Secretary on the noticeboard. At least three current members of the Garden Sub-Committee must be present at each meeting.

The Garden Sub-Committee will be elected by the membership of TCG each year at the TCG Annual General Meeting. Vacancies arising on the Committee may be filled by co-option. Voting, if required at any meeting, will be by a show of hands, each member present shall have one vote on each issue put to the vote, and in the event of a tied vote, the Chairperson will have a second casting vote.

Annual General Meeting and Special General Meetings

The Chair of the outgoing Garden Sub-Committee shall chair the AGM. Rules governing the AGM are as specified above. The Chair of the Garden Sub-Committee, or any six members of TCG, may call a Special General Meeting (SGM) at any time for the purpose of resolving a matter of serious importance or to consider a proposal to alter the Sub-Committee Rules of Procedure. Resolutions to change the Sub-Committee Rules of Procedure will require a vote of two-thirds of the members attending and such changes as are proposed must be notified to the membership in full at least 14 days prior to the meeting, by being posted on the garden noticeboard. Proposed changes to the Sub-Committee Rules of Procedure will require the agreement of TDG Trustees.

Financial Procedures

The funds of TCG will be overseen by the Treasurer of TDG and will form part of the annual accounts of TDG.

Dissolution of the Community Garden

Dissolution of TCG would require a resolution to an AGM or SGM and the support of at least two thirds of members present. Any residual assets, or liabilities, would revert to TDG.

Effective Date

This constitution shall be effective as from 4th March 2014.

Draft Approved by Tarland Development Group on 14th May 2013.

Approved by Community Sub-Committee on 4th March 2014.

[* Members of TCG need to complete a separate application form in order to register their membership of TDG and be eligible to vote at TDG meetings].