

Constitution of the Tarooma Neighbourhood Garden

1. Name:

The name of the Association is the Tarooma Neighbourhood Garden

2. Interpretation

'Member' refers to an individual, couple or family group who has paid a single subscription giving them the right to work an individual plot and participate in Association activities.

'Plot' refers to the individual garden beds of approximately 4 square metres.

3. Office

The location of the garden is in Chiton Chase, Tarooma. There is no formal office and meetings will be held at the garden, in community facilities or in private homes of members. The Association will maintain and publicise its website for member communication.

The Association maintains a corporate membership of Sustainable Living Tasmania by paying an annual subscription and keeping the Executive of Sustainable Living Tasmania informed of TNG activities and issues.

4. Objects and purposes:

The objects and purposes of the Tarooma Neighbourhood Garden Association are to provide a sunny open space for local residents and students to learn organic gardening skills, grow nutritious food and engage in healthy outdoor exercise and social activities related to gardening. TNG members will help to reduce carbon footprints and promote food security and health by growing vegetables, fruit, herbs and flowers locally.

5. Membership:

To become a member of the TNG, a person (or group or family) applies to the Treasurer for an individual plot in the garden, and when one is allocated pays the annual subscription as set by the management committee.

Associate membership of TNG is open to those who do not wish to work an individual plot. A person applies to the membership officer and pays an annual subscription as set by the management committee to become an associate member.

Priority is given to residents of Tarooma. One plot is provided for each subscription, and each member is to have only one plot.

Membership ceases and plot is forfeited if one or more of the following occurs:

- The annual subscription is not paid within 4 weeks of the end of the Association's financial year, or within a period as determined by the management committee.
- their plot has been unworked (abandoned) for a period of 3 months or more, unless the management committee has been otherwise advised as to the reason for not working the plot.
- The member(s) indicate in writing or by email that *they* no longer wish to hold their plot.

Membership is not transferrable.

6. Annual Subscription

The management committee will determine the annual subscription for ordinary plot-holders, the reduced subscription for students and un-waged, and the Associate member subscription.

If a member resigns more than two months after the payment of the annual subscription is due, there will not be a refund of that subscription in whole or in part.

If a new member joins more than 2 months after the start of the Association's financial year, the subscription will be calculated as being one tenth of the full subscription per month remaining, payable in one sum immediately.

If the Association is wound up, the liability of each member is limited to any subscription over-due at the time of winding up.

7. Income and property of the Association:

The income and property of the association is to be used only to meet the objects and purposes of the Association.

No portion of the property or income is to be paid or transferred to any member or the Association or any other person, except for payment for services provided by a contractor, or for goods as detailed below.

The Association may re-imburse a member for out-of-pocket expenses, providing that:

- There has been prior authorisation of the expenditure by the committee and
- Receipts are presented to the Treasurer officer prior to re-imburement

The Association is not an employer and cannot directly employ any person.

8. Accounts of receipts and expenditure

The Treasurer will keep the accounts of income and expenditure. The accounts are to be open to all members on request. The Treasurer will present a financial report at each meeting of the committee and at general meetings and the AGM.

9. Banking and Treasurer

On behalf of the Association the Treasurer Officer will maintain a bank account into which all subscription and other monies received are to be deposited.

The management committee may provide the Treasurer with an amount of \$50 in cash for petty cash, and the Treasurer will keep a record of expenditure from this amount.

The treasurer may re-imburse small amounts of expenditure by members from the petty cash pool, provided that receipts are provided to the Treasurer.

Members' annual subscriptions are to be paid by cheque made out to Tarooma Neighbourhood Garden Association, by BPay or in cash.

Cheques drawn on the Association's bank account are to be signed by the Treasurer and one other officer of the Association.

10. Auditor

A person with accounting experience is to be asked to check the books before each AGM and provide a short report to the meeting. The auditor is to audit the accounts of the association once each financial year.

11. Annual General meeting

The Annual General Meeting of the Association will be held in March each year.

Members are to be notified of the time, date and place of the meeting at least 2 weeks in advance by email, written notice on the notice board at the garden, and a notice on the Association's website.

The primary business of the AGM will be to:

- Elect officers and management committee members
- Receive a financial report
- Receive reports from the management committee and any subcommittees

- Appoint an auditor.

12. Special General Meetings

Any member may request a special general meeting by asking the President or a member of the committee. The Executive will decide if a Special General Meeting needs to be held. Members are to be notified of the time, date and place of a special general meeting at least 7 days in advance by email and written notice on the notice board at the garden and on the TNG website.

13. Notices of General meetings

Members are to be notified of the time, date and place of general meetings at least 2 weeks in advance by email and written notice on the notice board at the garden and on the TNG website.

General meetings are to be held 4 times a year, ie once each season.

14. Business and Quorum at General Meetings

A quorum for a general meeting is 6 members, two of whom must be executive or management committee members

Business of the meeting will be decided by the management committee, and all members may ask for matters for discussion to be included on the agenda before the meeting.

All members present may bring up matters for discussion in the general business section of the meeting.

15. Chairperson at General Meetings

All meetings are to be chaired by the President of the Association.

In the absence of the President, a management committee member will chair the meeting.

16. Adjournment of General Meetings

If a quorum is not present at a meeting, there will be an adjournment of 2-14 days and the meeting will be re-advertised for a later date. In the case of an adjourned meeting, the notice period is reduced to a minimum of 2 days.

17. Determination of issues and voting at meetings

Questions may be determined by discussion and consensus, or by vote if requested by members present or determined as necessary by the President. Voting on issues at all meetings will be by show of hand, or by secret ballot if requested by a member or deemed necessary by the Chair of the meeting. If numbers for and against are even, the Chair of the meeting has a casting vote.

Voting for election to the committee will be by show of hands or secret ballot, according to request of members or as deemed necessary by the Chair of the meeting.

18. Management of the Tarroona Neighbourhood Garden

Three officers and 4-8 committee members will be elected at the AGM to manage the Association and Garden.

The officers will be:

- President
- Treasurer
- Secretary

The President, Treasurer and Secretary make up the executive which may communicate or meet informally to deal with any matters arising requiring determination between committee meetings.

The Executive and committee members make up the management committee, which will manage the Garden, including:

- Ordering supplies of compost and other consumable materials
- Organising workshops, working bees and social activities
- Monitoring and managing maintenance of the garden common areas, communal plots and facilities

A committee member or sub-committee may be appointed to manage specific tasks and needs as required.

19. Subcommittees

The management committee may appoint a sub-committee of members at any time to deal with specific matters. Sub-committees will make short reports to general meetings and the AGM, and may also report their decisions in an email message to members, on the TNG website and notice on the garden noticeboard.

20. Election of members of the committee

Members standing for election to the committee nominate in writing or by voice at the AGM. If there are more nominees than vacancies, nominees leave the room while a show of hands is taken.

21. Vacation of office

An officer or committee member ceases to be a member if:

- Annual subscription is not paid in specified time (see 4)
- Member is absent from 3 consecutive committee, general and/or special general meetings, or 6 months, whichever is greatest

An officer or member may resign by notifying the President in writing or by personal communication.

22. Meetings of the management committee

The management committee is to meet at least once every two months. Members of the committee are to be notified of place, time and date of a committee meeting by email or verbally at least 5 days in advance of a meeting.

A quorum for a committee meeting is 3 members, one of whom must be an Executive member.

23. Subcommittees

The management committee may appoint a sub-committee of members at any time to deal with specific matters. Sub-committees will make short reports to general meetings and the AGM, and may also report their decisions in an email message to members, on the TNG website and notice on the garden noticeboard.

24. Annual Subscription

The management committee will determine the annual subscription for ordinary plot-holders, the reduced subscription for students and un-waged, and the Associate member subscription.

25. Expulsion of members

If the Executive considers that the actions of a member are detrimental to the interests of the Association, the Executive is to warn the member. If detrimental conduct continues, the Executive may expel the member from the Association.

26. Disputes

Disputes should be dealt with by the Executive or by a special general meeting if deemed necessary.

27. Changing the Constitution

The constitution of the Taroonia Neighbourhood garden can only be changed at a general meeting of the Association. The meeting must be advertised, and the proposed change circulated according to the rules for a General Meeting (see 13).