

# TAROONA NEIGHBOURHOOD GARDEN INCORPORATED

## CONSTITUTION

### 1. Name

The name of the Association is the Tarooma Neighbourhood Garden Incorporated.

### 2. Interpretation

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

'Plot' refers to an individual garden bed.

### 3. Office

The garden is located in Chiton Chase, Tarooma. The postal address of the Association is 2/2A Grange Ave, Tarooma, 7053. Meetings will be held at the garden, in community facilities or in private homes of members. The Association's activities are publicised on the Tarooma Community website: [www.tarooma.tas.au](http://www.tarooma.tas.au)

### 4. Objects and purposes

The objects and purposes of the Association are to provide a sunny open space for local residents to learn organic gardening skills, grow nutritious food and engage in healthy outdoor exercise and social activities related to gardening. The Association promotes education around organic growing methods to the broader community.

### 5. Membership

Membership is either Plot Membership, Associate Membership or Honorary Life Membership. To become a Plot Member, an individual, couple or family group applies to the Secretary for a plot in the garden and when one is allocated pays the annual subscription as set by the Management Committee.

Associate Membership is open to those who do not have a plot. An individual, couple or family group applies to the Secretary and pays the annual subscription as set by the Management Committee.

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 the 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.

- The plot has been unworked (or abandoned) for a period of 3 months or more, unless the Management Committee has been otherwise advised as to the reason for the plot not being worked.
- The member indicates in writing or by email that they no longer wish to hold the plot.

Membership is not transferrable.

### **6. Annual subscription**

The Management Committee will determine the annual subscription for members and the reduced subscription for government healthcare card holders.

### **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 income or property is to be paid or transferred to any member of the Association or any other person, except for payment for goods or services provided by a contractor.

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

- There has been prior authorisation for the expenditure by the Management Committee
- Receipts are presented to the Treasurer prior to reimbursement

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

### **8. Accounts of income 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 Management Committee and at General Meetings and the Annual General Meeting.

### **9. Banking and Treasurer**

The Treasurer will maintain a bank account into which all subscriptions and other monies received are to be deposited.

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

The Treasurer may reimburse small amounts of expenditure by members from the petty cash, provided that receipts are presented prior to reimbursement.

Members' annual subscriptions are to be paid through direct deposit into the Association bank account (preferred method), by cheque made out to the Tarooma Neighbourhood Garden Inc or by cash.

### **10. Auditor**

A person with accounting experience may be asked to check the books before each Annual General Meeting and provide a short report to the meeting.

### **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 blackboard at the garden and on a notice on the Tarooma Community website.

The primary business of the Annual General Meeting is to:

- Elect officers and Management Committee members
- Receive a financial report
- Receive reports from the Management Committee
- Appoint an auditor if deemed necessary

### **12. Special General and General Meetings**

Any member may request a Special General Meeting by asking a member of the Management 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, written notice on the blackboard at the garden and on a notice on the Tarooma Community website.

General Meetings are to be held as and when the Management Committee deems necessary or appropriate.

### **13. Business and quorums at General Meetings**

A quorum for a General Meeting is 6 members, 2 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.

### **14. Chairperson at General Meetings**

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.

### **15. 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.

### **16. 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 chair of the meeting. Voting on issues at all meetings will be by show of hands, 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.

### **17. Management of the Association**

Three officers and 4 to 12 committee members will be elected at the Annual General Meeting to manage the Association.

The officers will be:

- President
- Secretary
- Treasurer

The President, Secretary and Treasurer make up the Executive, which may communicate or meet informally to deal with any matter arising requiring determination between Management Committee meetings.

The Executive and committee members make up the Management Committee, which will manage the affairs of the Association, 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
- Determining plot membership and maintenance of a waiting list

A Management Committee member or sub committee may be appointed to manage specific tasks and needs as required. Members may be co-opted to the Management Committee or sub-committee for specific purposes at any time.

### **18. Election of members of the Management Committee**

Members standing for election to the Management Committee nominate in writing or by voice at the Annual General Meeting. If there are more nominees than vacancies, a simple ballot will be held.

Management Committee members hold office for 3 years after which they resign or seek re-election for a further 3 consecutive 1 year terms.

Management Committee members hold office for a total of no more than 6 consecutive years and then stand down for 2 years before seeking re-election.

Executive members are elected from the Management Committee and hold office for no more than 3 consecutive years.

### **19. Vacation of office**

An officer or Management Committee member ceases to be a member if:

- Annual subscription is not paid in the specified time (see 5)
- The member is absent for 4 consecutive Management Committee meetings, or 6 months, whichever is greater, unless the Management Committee has been otherwise advised as to the reason.

An officer or Management Committee member may resign by notifying a member of the Executive in writing or by personal communication.

### **20. Meetings of the Management Committee**

The Management Committee is to meet at least once every 2 months. Members of the Management Committee are to be notified of the place, time and date of the meeting by email or verbally, at least 5 days in advance of the meeting.

A quorum for a Management Committee meeting is 3 members, of whom 1 must be an Executive member.

### **21. 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.

### **22. Disputes**

Disputes should be dealt with by the Executive or by a Special General Meeting if deemed necessary.

### **23. Changing the Constitution**

The constitution of the Association can only be changed at a General Meeting (including the Annual General Meeting). The meeting must be advertised, and the proposed changes circulated according to the rules for a General Meeting (see 11 and 12).