



### Constitution

- Name of organisation –

The name of the group shall be - Grow Batheaston

- Aims –

To build a stronger community locally we need to be supporting our sustainable future and being able to have access to good quality affordable food. Working with local farmers, buying cooperatively, support people by enabling them to grow their own food whilst at the same time promoting good physical and mental health. Our community has changed as a result of the Covid 19 pandemic, local food security is key and for a lot of people this will be challenging going forward.

- Create a stronger more connected community in Batheaston which has a broad demographic
- Adopting local spaces from B&NES and CURO to support community growing spaces and increase local wildlife biodiversity for resident's interest and enjoyment
- Empower the community to get involved and organically grow food together
- Help with the inevitable mental health and stress fall out that is likely to happen as a result of the pandemic, people may well be out of work, on a lower wage, finding it harder to cope, may have lost loved ones.

- Membership –

Membership is open to anyone of any age who lives in the village of Batheaston. Grow Batheaston is committed to a diverse and inclusive growing community which reveals common connections between residents.

Membership will begin as soon as the membership form and first annual payment has been agreed

There will be an annual membership fee which will be agreed at the AGM and will be payable by all members.

A list of all members will be kept by the membership secretary.

Ceasing to be a member – members may resign at any time in writing

Any member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.



Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

- Equal Opportunities –

Grow Batheaston aim to create a safe and welcoming atmosphere for everyone. We want to challenge all forms of oppression including those based on race, ethnicity, nationality, creed, gender, sex, class, sexuality, gender reassignment, learning ability, physical impairment, mental illness, HIV status, age, occupation, income, wealth and unrelated criminal conviction. We aim to design our activities, services and decision-making processes specifically to encourage and support participation from people who face disadvantage in society.

- Committee and officers –

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year. The Committee will consist of 8 members and be composed of 4 officers and 4 committee members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings – Victoria Wells
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers – Emily Wright
- Membership secretary, who shall be responsible for keeping records of members – TBC
- Treasurer who shall be responsible for maintaining accounts – Alexandra Rogers (Ali)

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

Any committee member not attending 3 sequential meetings without apology for will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of Grow Batheaston wishing to attend, who may speak but not vote.





- AGM and other meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Grow Batheaston over the year.
- The Committee will present the accounts of Grow Batheaston for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.
- Membership discussion on the subsequent year's objectives – alignment on proposed initiatives

Special General Meetings - The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

General Meetings - are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.



Committee meetings - may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting. The quorum for Committee meetings is three Committee members.

- Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly. Everyone will be listened to generously to ensure diversity of opinion. The meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

#### Finances

An account will be maintained on behalf of the Association at a Metro Bank as agreed by the committee. Sole signatory will be the Treasurer, Alexandra Rogers

Two other steering committee members Emily Wright (Secretary) and Toby Gascoigne will have view only access to the bank account but not transact on the account.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of Grow Batheaston is only to be used to further the aims of the group, as specified in item 2 of this constitution.

- Project teams

Based on the yearly aligned objectives of Grow Batheaston, several project teams / working groups will be set up to lead specific initiatives. These enable the membership to support and be involved in the initiatives which are of interest to them. Any decisions involving financial costs must be decided on at committee meetings to ensure management of budgets and financial transparency.

- Changes to the constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.



Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

- Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of Grow Batheaston on: -

Date 10 / 7 / 20

Name and position in group ALEXANDRA ROGERS - TREASURER.

Signed [Signature]

Name and position in group EMILY WRIGHT - SECRETARY.

Signed [Signature]