

Constitution of the Walworth Community Gardening Network

1. Name

The name of the group shall be **Walworth Community Gardening Network (WCGN)**

2. Aims

The aims of WCGN will be:

1. Encourage community gardening groups located in the SE17, SE5 and SE1 postcodes (the “**CGGs**”) to get to know each other and work together, including to:
 - a. organise joint onsite training
 - b. work together to attract new volunteers
 - c. share volunteers
 - d. share resources
 - e. organise joint events
2. Provide a forum for discussion and sharing ideas
 - a. Provide a collective voice for the CGGs in pursuit of their collective interests.
 - b. Act as a focus for with the CGGs to work with other community gardens across Southwark and wider afield
 - c. Organise events to promote discussion of collective concerns of the CGGs, and a provide a focus and collective body to raise and address to concerns.
3. Work with Southwark Council and other funders to promote and support community gardening.
 - a. Consult with community garden professionals and local CGGs to establish the guidance and ongoing support they need to set up and maintain community gardens in a sustainable and inclusive way.
 - b. Ensure funders recognise the need for guidance and support in setting up community gardens and the demand of training and ongoing support for members of CGGs.
 - c. Work with local community gardening professionals and the CGGs to establish a list of trusted local support agencies that can advise, set up, train and provide ongoing support to the CGGs
4. Promote a volunteering strategy that is inclusive across cultures, ages and abilities.
5. Promote the efficient and sustainable use of water in community gardens

6. Promote environmentally friendly, organic gardening and the efficient and sustainable use of plants, resources and water, guiding the CGGs on how to respond to climate change
7. Organise each year one or more Community Garden Shows
8. Work with other organisations to promote through community growing: healthy eating, community cohesiveness, tackle social isolation and promote inclusion across all ages and abilities, celebrate cultural diversity.

3. Membership

Membership is free and open to anyone who:

- Lives, works or engages with the local community in the SE17, SE1, SE5 or surrounding areas; and
- Supports the aims of WCGN

A list of all members will be kept by a nominated member of the WCGN steering group

Ceasing to be a member

Members may resign at any time in writing to the WCGN steering group

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 steering group accompanied by a friend, before a decision is made. Appeals will be made to an independent panel convened by the WCGN steering group.

4. Equality and Diversity, Safe Guarding and Complaints

4.1 Equality and diversity: The WCGN will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age. For further details see WCGN Equality and Diversity policy.

4.2 WCGN Safeguarding policy. The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with the WCGN. This includes harm arising from:

- The conduct of staff or personnel associated with WCGN
 - The design and implementation of WCGN programmes and activities
- For further details see the WCGN Safeguarding policy.

4.3 Complaints. See complaints procedure.

5. Officers and steering group

The business of the WCGN will be carried out by a steering committee (the WCGN steering group) 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 at least six members, and be composed of four officers and at least two committee members. Any number of additional members may be co-opted onto the committee during the year at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Membership secretary, who shall be responsible for keeping records of members
- 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.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to remain a member of the committee.

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

6. Meetings

6.1. Annual General 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 three 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 smaller number.

At the AGM:-

- The Committee will present a report of the work of the WCGN over the year.
- The Committee will present the accounts of WCGN for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least seven days in advance of the meeting will be discussed.

6.2 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 smaller number.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every six 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 smaller number.

6.4 Committee Meetings

The WCGN steering group meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least seven days before the meeting.

The quorum for Committee meetings is three Committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and 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.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). 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.

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 the WCGN is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments 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.

10. Dissolution

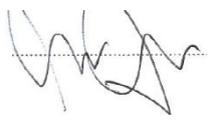
If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

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 WCGN special meeting on

Date 16...../...7...../...2019.....

Name and position in groupSam Jones, Chairperson.....

Signed 

Name and position in group ...Vince Brown, Treasurer.....

Signed 