**Constitution Southsea Green Community Garden Association**

The Organising Group of Southsea Green Community Garden Association (SGCGA) will work together to agree and deliver a Community Garden for all to enjoy by delivering organic produce, and arts and crafts. This will be achieved by :-

1. Building a strategic plan to develop the Community and Garden Hub and achieve the agreed targets of the Organising Group
2. Ensuring that we are able to welcome the wider Community observing safeguarding policies and actively engaging the participation of families, children and young people in the design and workings of services.
3. Building links with local groups and existing partnerships.
4. Ensure that all services are sensitive to local needs.

The main tasks of SGCGA will be:-

**1. Composition**

The Organising Group will have a maximum of 8 voting volunteers elected at the AGM.

The Members of the Organising group will attempt to attend all meetings. If a member is unable to attend they will advise the Secretary in advance. The quorum will be 50% of voting members.

**2. Meetings**

The Organising Group will meet monthly as a minimum and minutes will be made available on the website/volunteer hub. Volunteers will be invited to an AGM where Organising Group positions can be filled and new roles and plans identified.

**3. Chair of the Organising Group**

The Chair will be elected annually by majority votes and members should submit their expression of interest to the outgoing Chair at least one month before the last Organising Group meeting of the fiscal year. Nominees should then be put forward by the Chair, in writing, to the organising group seeking a seconder. On receipt of all nominees and seconders, a ballot should be held to elect the new Chair. This process should also be followed for the other officers. The Chair should endeavour to give the Organising Group one month’s notice should they choose to resign their position.

**4. Role and Responsibilities**

The Chair of the Organising Group will have responsibility for ensuring that tasks are carried out in accordance with the Terms of this Constitution. They will act as contact and signatory for service level agreements, on behalf of the group, they will also have a casting vote if required.

**5. Volunteer Members of the Organising Group**

Members of the Organising Group are expected to attend meetings and if absent for more than 3 meetings annually, their position may need to be reviewed.

Members have the responsibility for ensuring they demonstrate objectivity and impartiality in the decision making for the Group. They should at all times uphold the principles of SGCGA and wherever possible promote the work of the enterprise.

**6. Financial Accountability**

The Organising Group will be responsible for the overall management of SGCGA. The Finance Officer will report quarterly on the budget position of any funds. The same officer in conjunction with individual project managers will also be responsible for ensuring that information and data required to monitor programmes and their outcomes is presented to the Organising Group quarterly. If funding is obtained to allow specific projects to go ahead to benefit the community it is acceptable for any member of the organising group to be paid in line with project budgets and volunteer members can be paid to deliver activities by agreement of the Organising Group.

**7. Transparency and Confidentiality**

The Organising Group will conduct its business in a transparent manner and minutes of meetings will be made available to all representatives. The minutes will include a confidential section for items that are not for wide distribution.

**8. Complaints Procedures**

In the event of a complaint that has not been resolved the complaint should, in the first instance, be passed to the Chair and or Secretary, who will ensure that the matter is discussed and resolved to a satisfactory outcome. The complainant will be informed in writing the outcome and any actions that need to be taken within 28 days. If a resolution is not reached to all parties satisfaction then an independent reviewer should be appointed using Portsmouth City Council's Complaints procedures.

**9. Health & Safety**

The Organising Group will ensure that safe recruitment practices and that volunteers receive an induction /traing session covering safety issues and safeguarding procedures and policies.

**10. Equal Opportunities**

The Organising Group and partners will work to an Equal Opportunities Policy with openness and integrity.

<http://en.wikipedia.org/wiki/Committee_on_Standards_in_Public_Life>

www.southseagreen.uk