

# **NORTH WEST SUTHERLAND FOOD LINK PRODUCERS GROUP**

## **CONSTITUTION**

### **1 Name**

1.1 The association shall be called the North West Sutherland Food Link Producers Group, hereinafter referred to as the Producer Group.

### **2 Date of Commencement**

2.1 The Producer Group shall be constituted from the 1<sup>st</sup> May 2006

### **3 Aims and Objectives**

3.1 To establish a cooperative group of food producers in North West Sutherland.

3.2 To establish a marketing system for local produce, and by so doing increase the viability of small scale horticultural enterprises

3.3 To provide a support network for Producer Group members through help with training, marketing, purchasing, transport

### **4 Membership**

4.1 Ordinary Membership is open to anyone interested in furthering the aims and objectives of the Producer Group. subject to payment of the Annual subscription,

4. Joint Membership, two individuals who are jointly engaged in partnership in the same enterprise, at the same premises and who have paid the appropriate membership subscription. Joint members shall between them be entitled to a single vote in a ballot of the members.

4.2 Associate Membership shall be open to local businesses, Community groups and other organisations wishing to further the aims of the Producer Group. Associate Members will be eligible to participate in all activities of the Producer Group but will have no voting rights.

4.3 The Management Committee shall have the power to refuse membership to any person or group it deems unsuitable and to expel an existing member or group, for conduct that is contrary to the aims and objectives of the Producer Group.

## **5 Management Committee**

5.1 The management committee shall be elected at the Annual General Meeting and shall comprise of a Chair, Vice chair, Treasurer, and Secretary and others up to a maximum of eight persons in total.

5.2 The Management Committee shall meet as often as required but not less than once every two months

5.3 The Management Committee shall make and execute such decisions as are necessary to implement the aims and objectives of the Producer Group

## **6 General Meetings**

6.1 Annual General meetings (AGM) of the Producer Group will be held annually, not more than 15 months should elapse between one AGM and the next.

6.2 The Annual General Meeting shall

6.2.1 approve the minutes of the previous AGM

6.2.2 Receive reports from the Chair and Secretary.

6.2.3 Receive a report from the treasurer and approve the annual accounts

6.2.4 Elect the Management Committee.

6.2.5 Deal with any other relevant business.

6.3 An Extraordinary General Meeting shall be called by a majority of the Management Committee or by an application in writing to the Secretary supported by at least one third of the Ordinary Members of the Producers Group.

6.4 At least 15 days notice shall be given to all members of any General Meeting.

6.5. Each Ordinary Member of the Producer Group shall have one vote which may be given in person or by a proxy appointed in writing

6.6 With the exceptions of changes to the constitution, decisions put to the vote shall be resolved by a simple majority of the Ordinary Members at General Meetings

6.7 The Chair as well as his/her vote shall have a casting vote in case of a tied result.

## 6.8 Changes to the Constitution

6.8.1. All proposals for changes to the Constitution shall be signed by two members eligible to vote at a General Meeting and submitted to the Secretary at least seven days prior to a general Meeting.

6.8.2 Changes to the Constitution shall require a two thirds majority vote of all those Ordinary Members or proxy present at a General Meeting.

6.9. The Quorum at General Meetings shall be the presence of at least one fifth of the Ordinary membership in person or by proxy.

## **7 Finance**

7.1 Members shall pay an Annual subscription to the Producer Group. The amount will be decided by an a majority vote at the Annual General Meeting.

7.2 The producer group shall have a bank account. All cheques shall be signed by at least two of a maximum of 4 authorised committee members.

7.3 The treasurer will be responsible for the preparation of annual accounts which shall be presented by the Management committee, after audit, to the Annual General Meeting.

7.4 The accounts shall be audited by an independent person.

## **8 Rules of the Producer group**

8.1 The Management Committee Shall have the power to publish and enforce such rules as the Ordinary Membership feels necessary to govern the activities of the Producer Group.

## **9 Dissolution**

9.1 The Producer Group may be dissolved if two thirds of the Ordinary Membership so desire by giving three months notice in writing to the Chair. In this event the liabilities of the Producer group shall be discharged and any residuary assets shall be distributed to a recognised charitable organisation.