

OxGrow Constitution

Community Action Groups

Name of the Organisation:	OxGrow
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Aims and Objectives:

OxGrow is a community food-growing project that seeks to be part of the movement towards a more sustainable food system in Oxford.

Our vision is for a food system that strengthens rather than degrades the biosphere, promotes health and wellbeing across generations and geographical boundaries, and enriches our society and culture.

In pursuit of this aim OxGrow has the following objectives:

Education – running hands-on work-parties and other skill-sharing and learning events for adults and children of all ages.

Demonstration – ensuring that the activities and features of the site are documented and communicated, and that they are replicable.

Experimentation – putting to the test a whole range cultivation techniques and methods of working, as well as growing a wide variety of crops.

Community Building – creating a fun and collaborative space that the community can call its own, where adults and children can meet, socialise and play.

Diversity – aiming to attract as diverse a section of the community as possible, bridging the town-gown divide and reaching out to more marginalised groups.

Sustainability – promoting the benefits of locally-grown, seasonal food, supporting greater biodiversity, minimizing waste and resource use and maximizing use of recycled and renewable resources.

Membership:

The group is open to every member of the community and there is no requirement to notify the group or apply for membership before attending a work party or meeting. However, for the purposes of this document a member shall be considered as any person who has expressed an interest

in the group and provided their contact details so as to be kept informed of its activities. The secretary will keep a record of volunteers who attend the site for the purposes of on-going community engagement and funding applications.

Meetings:

Members' meetings will be held as necessary, normally fortnightly, to decide the objectives of the Group, to direct its work and delegate actions and activities. Decisions will normally be taken by consensus but, if considered necessary by the meeting, by majority vote.

Annual General Meeting:

Timing and process:

An annual general meeting (AGM) will be held once a year after the accounts for the previous financial year are available.

The secretary will call the meeting at least 21 days before the date of the meeting by distributing an announcement to all members and posting a notice within the community to attract new members.

Five members will form a *quorum* (the minimum number of people needed at the meeting in order to make decisions). The chair of the organisation or persons authorised by the chair will conduct the meeting.

General functions of the AGM:

The AGM will review the group's finances, authorise the scope of proposed activities, elect officers, and address any other issue brought forward by a member. Any member may table a motion or resolution by giving it to the secretary before the meeting.

Special General Meeting (SGM):

A special general meeting may be called at the request of any member with the agreement of an officer. A special general meeting can perform the same functions as an AGM. The secretary will inform all members of a special general meeting at least one week before it takes place.

Changing the constitution:

The constitution may be changed at a special or annual general meeting. A proposal for changing the constitution will be circulated by the secretary at least one week before the meeting. The decision will normally be taken by consensus, unless the members decide that a majority vote should be used. Any changes to the constitution must not lead to designated funds contributed for one purpose being diverted to some quite different purpose. A draft of the new constitution will be sent

out via e-mail for viewing by members. Comments can then be made by a date decided at the meeting. Any changes to the constitution will be made in consultation with a CAG officer.

Officers of the organisation:

The officers of the group will be a chairperson, secretary, and treasurer.

Officers will be elected at an annual general meeting for one year and will not serve consecutive terms in the same office. Officers will not be paid. Officers may be removed by a decision taken by a special general meeting or AGM if they do not attend meetings or carry out their duties for four months. Officers may leave at any time by notifying a members' meeting and the vacancies will be filled at a special general meeting or AGM. Officers' powers and responsibilities will be defined by members at an AGM.

Coordinators and key holders:

Coordinators may be appointed at any members' meeting to support the officers in their duties and assist with the organisation of the group. Their responsibilities will be defined by agreement with the members and may be modified from time to time at any members' meeting, again by mutual agreement. Coordinators may leave at any time by notifying the group at a members' meeting.

The group must maintain at least four key holders who will be responsible for opening the site before work-parties and securing the site afterwards. Key holders must sign an agreement with Hogacre Common accepting their terms of use. Key holders may be appointed by the group at a members' meeting and may leave at any time by notifying a members' meeting.

Finance:

The Treasurer will keep the group's financial accounts and records, prepare annual accounts, and control expenditure. The Treasurer will be responsible for setting up and managing the group's bank accounts, and will approve signature of cheques (two signatures from among the specified signatories, who will normally be the chairperson, the secretary, the treasurer and coordinators; signatories must not be related). The treasurer is also responsible for providing annual accounts to the CAG project every April.

Members may through a decision at an annual general meeting or a special general meeting, make provision for the accounts to be independently examined or audited, and to appoint a person authorised

to do this and may decide to dismiss that person. Officers and members of the group may not act as the independent examiner, but a CAG officer may be approached to fulfil the role.

Termination of group:

A decision to wind up the group can be taken by an AGM or an SGM and in consultation with the CAG Project. The members will transfer any assets of the organisation to an organisation with similar aims and objectives.

This constitution was adopted on theday of..... 2011					
Signed		Position	Chair	Date	
Signed		Position	Secretary	Date	