

# WEST JESMOND ALLOTMENTS ASSOCIATION CONSTITUTION

## 1 NAME

The Name of the organisation is WEST JESMOND ALLOTMENTS ASSOCIATION.

## 2 OBJECTS

The Objects of the organisation are:

- (a) To advance education and understanding relating to the benefits of gardening.
- (b) To provide an association where allotment holders can work together to take joint action for common benefit.
- (c) To provide a local amenity to encourage families to enjoy the benefits and pleasures of gardening.

## 3 INTERPRETATION

- (a) THE COMMITTEE means the Executive Committee of the Association, elected at the AGM or co-opted as set out at 4(c).
- (b) ALLOTMENT means any holding or garden rented from the Association, of an area not exceeding 300 sq. yd., at least three quarters of which shall be devoted to the production of vegetable food (including fruit).
- (c) RULES means the Rules and Regulations detailed separately.
- (d) MEMBER of the Association means any person accepted as a member by the Committee. There are three categories of member: full, associate and honorary. Full members are those who have been offered and accepted an allotment. Full members can rent allotments either as individuals or in partnership with not more than one other full member. New full member partnerships can be formed only when the prospective new full member partner has reached the top of the waiting list. Associate members are helpers registered as active gardeners for the purposes of insurance and do not have voting rights. Honorary members do not have an allotment, are not liable for any charges and do not have voting rights.

## 4 ADMINISTRATION

- (a) OFFICERS and COMMITTEE  
The officers shall be Chair, Vice-Chair, Treasurer and Membership Secretary, who shall be members of the Committee, with full voting powers, and be elected, together with a maximum of eight other members of the committee, at the AGM in rotation as set out at 4(d).
- (b) CANDIDATURE  
Candidates who wish to stand for election to the Committee or for a vacant Officership must be full members of the Association and must notify the Secretary of their candidature at least 21 days in advance of the AGM.
- (c) CO-OPTION OF COMMITTEE MEMBERS  
The Committee may co-opt additional members or officers during the year. Any persons co-opted are excluded from the process in 4(d) and shall retire before the election at the AGM after their appointment.
- (d) ROTATIONAL RETIREMENT AND ELECTION  
Approximately one third of officers and one third of committee members shall retire each year in rotation but shall be eligible for re-election at the AGM. The officer(s) and committee member(s) retiring shall be those longest in office since last election or re-election. The exact number may be more than or less than a third as it needs to be a whole number and to ensure that over every three year period all officers and committee members will have been subject to re-election. In addition any vacancies up to the maximum number of committee members will be open for election. From the 2021 AGM, no person shall stay on the committee for more than three consecutive terms after which a gap of at least 12 months must occur.
- (e) POWERS OF COMMITTEE  
The Committee shall be responsible for the general management of the Association. They will act in good faith to carry out their duties impartially and fairly for the benefit of the Association and its members. Should any question arise which is not provided for in the Constitution, then the Committee shall have full powers to deal with it in the best interests of all members, who shall be bound to honour such decisions.
- (f) SUB-COMMITTEE  
The Executive Committee may delegate any powers, which they decide, to Sub-committees with a minimum of three members.

- (g) **QUORUM**  
The Committee requires four members of whom at least two must be officers to form a quorum which may legally and validly conduct the business of the Association. Voting shall be by a show of hands. In a tied vote a motion shall be defeated unless the Chair decides to use his second or casting vote.
- (h) **EXAMINATION OF ACCOUNTS**  
The Association accounts shall be examined by an independent person who shall submit a report to the AGM, for inclusion in the annual balance sheet and statement of income and expenditure.
- (i) **MEMBERSHIP LIST**  
The Committee must keep an up-to-date list of members.
- (j) **MINUTES AND RECORDS**  
The Committee must keep minutes of its meetings and proceedings and keep safe all records pertaining to the Organisation, which shall be made available for inspection by any member of the Association subject to any restriction required to comply with the Data Protection Act.

## **5 MEETINGS**

- (a) **ANNUAL GENERAL MEETING (AGM)**  
The AGM shall be held each year at such time as the Committee or a General Meeting shall decide. The examined Accounts and Secretary's Report shall be submitted; the Officers and Committee for the ensuing year shall be elected; rents and related charges shall be reviewed; and any other general business transacted. Ten full members shall form a quorum. In the event of a tied vote, the Chair shall have the casting vote. No member shall be allowed to vote by proxy on this or any other occasion. In the absence of the Chair and Vice-chair another member elected by the participants shall take the Chair at General Meetings.
- (b) **PROPOSED MOTIONS**  
A member wishing to propose a Motion at the AGM must notify the Secretary in writing 21 days in advance, giving the exact wording of the Motion for inclusion in the Agenda.
- (c) **CHANGES TO RULES AND CONSTITUTION**  
New Rules may be made and existing Rules amended or rescinded by the consent of the majority of full members at a Special General Meeting called for such purpose. Changes to the Constitution may be made in the same way, except that a two thirds majority of full members attending is required and no change can be made to Section 7 (Dissolution). The Committee may call a SGM at any time; or full members may petition for such a meeting in writing with at least ten signatures. In either case exact details of the proposed Motion must be sent to each full member at his or her registered address at least 21 days before the SGM. No business other than that proposed in the Motion may be transacted at such a meeting and no amendments can be allowed at such a meeting. Ten full members shall form a quorum.

## **6 FINANCE**

- (a) All funds belonging to or raised for the Association must be paid directly into an account operated by and in the name of the Association at a bank or building society.
- (b) All cheques drawn on or electronic payments made from the account must be authorised by two members of the Committee from an approved list, one of whom must be the Treasurer. Details of such payments must be made available to the Committee for its next meeting.
- (c) All funds belonging to the Association may only be used in furthering the Objects.
- (d) No member of the Committee may be employed by the Organisation or receive payment or other benefit from its funds except for:
  - (i) authorised costs incurred for the proper purposes of the Association and supported by receipts;
  - (ii) the waiving of the rent for the Membership Secretary's plot at the discretion of the Committee.

## **7 DISSOLUTION**

If the Committee decides at any time that it is necessary to dissolve the Organisation it shall call a meeting of all members; if two thirds of those present vote in favour of Dissolution the Committee shall wind up the Association affairs. Any assets remaining after the satisfaction of outstanding liabilities shall be transferred to one or more voluntary organisations with charitable aims similar to those of the Organisation.