

Constitution of the Plain Pond Allotments Association, Wiveliscombe, Somerset

Final draft: October 2013

- 1) The name of the association is the “Plain Pond Allotments Association” (hereafter called “the Association”)
- 2) The objectives of the Association shall be:
 - a) To represent and promote the interests of the Members in the proper cultivation, good management and enjoyment of the allotments.
 - b) To maintain and improve facilities which will help all Members and ensure there are equal opportunities to carry out these activities.
 - c) To maintain and improve the condition of the site as a whole and to encourage and educate others to do the same.
 - d) To take measures to protect Members and the site against damage, trespass and theft.
 - e) To conduct negotiations and mediate in the event of any dispute with the landlord (Wiveliscombe Parish Council). Actively co-operate with them and other allotment groups or other organisations and individuals in support of items 2.a) – d) above.
 - f) Foster good relations with individual neighbours and local statutory and non- statutory bodies.
- 3) Fully paid up tenants of a plot/plots will automatically become members of the Association for the duration of their tenancy. (They will be entitled to one vote per tenancy or tenants nominated representative).
- 4) Committee of Management
 - a) Association business shall be conducted by a Committee of Management, comprising of a minimum of a Chair, Secretary and Treasurer, although other committee members may be elected, if considered appropriate by a General Meeting.
 - b) A primary purpose of the Committee is to present recommendations to members at the Annual General Meeting and to account for committee funds.
 - c) Posts on the Committee are open to Members of the Association only. All offices voted for at a General Meeting (permanent or temporary) are voluntary and unpaid.
 - d) All Officers must be nominated by a Member of the Association and seconded by a different Member.
 - e) If more than one nomination is received for any Office, then a vote shall take place in secret.
 - f) Officers shall be elected for the following year by majority vote at each Annual General Meeting of the Association, with a quorum of 20% of Members.

- g) Officers shall be eligible for re-election each year.
- h) In exceptional circumstances, and after tabling a specific agenda item, Officers may be dismissed by a majority vote at a general Meeting with a quorum of 20% of Members.
- i) The Committee shall meet at least quarterly to discuss issues relating to the Allotments. All meetings will be open to all Members to attend.
- j) The Committee will keep accurate records of their dealings on behalf of the Association, which shall be available for inspection by Members.
- k) The Committee may invite the landlord or representative (normally a Parish Council Allotment Committee member) to attend Committee meetings and General Meetings in a non-voting capacity.
- l) The Committee may fill any vacancy arising during the year. Members appointed will be full voting members of the committee and count towards a quorum.

5) Association Meetings

- a) The Annual General Meeting shall be held no later than 31 March in any year as agreed by the Committee.
- b) Special General Meetings may be called if asked for by a minimum of 20% of the Members. The secretary shall advertise the date and agenda in accordance with item 5 (d)
- c) At least seven days' advance notification of the date and agenda of any General Meeting shall be circulated to all Members.
- d) Items for the agenda of the next General Meeting must be given to the Secretary at least fourteen days in advance to allow preparation for the meeting.
- e) At the Annual General Meeting, the accounts and officers' reports shall be submitted in writing.
- f) All discussions raised or resolutions proposed at General Meetings should be non-political, non-religious and non-racial in purpose in meaning, action and outcome.
- g) A quorum at General Meetings shall consist of 20% of membership.
- h) The Committee may call a general meeting in addition to the AGM at any time they deem appropriate.

6) Changes to the constitution

The constitution may be amended by resolution of a two thirds majority of those attending a General Meeting called for that purpose. Copies of the existing and proposed rules should be made available to members and changes notified to members with the agenda.

7) Finance

- a) The Committee shall maintain a bank account in the name of the Association and all monies received on behalf of the association shall be paid into that account.
- b) Records and accounts of all transactions shall be kept by the Treasurer and shall be available for inspection by Members.
- c) A summary of the accounts for the previous year shall be presented to the Annual General Meeting
- d) Cheques shall be signed by a minimum of two out of three signatories (normally the Chair, Secretary and Treasurer).
- e) In the event of the dissolution of the Association, any remaining assets will be used to settle any outstanding debts and the remaining balance donated to an appropriate registered charity, an organisation with charitable objects, or the Town Council, as agreed by the Members.