

Jubilee Allotment Association Constitution

1. Name

The name of the association is the **Jubilee Allotment Association** ("the association")

2. Objectives

The objectives of the Association are: -

- a) To promote the interests of all members in their gardening activities and to take joint action for the benefit and protection of members.
- b) To maintain harmonious and productive relationships with our landowners (Knaresborough Town Council) and the local community.
- c) To promote a sense of vibrant community; to be socially inclusive; to value sustainability; to have regard for environmental protection; to value biodiversity; to promote open communication.
- d) To promote the sharing of knowledge about gardening and allotment-management in order to promote success in our core task of growing vegetables, flowers and fruits.

3. Aims

The aims of the Association ("the aims") are: -

- a) To establish and maintain a democratically elected and representative Committee of Management to facilitate and develop the Association's objectives.
- b) To provide allotments for members and to encourage members to keep their allotments in cultivation and weed free.
- c) To encourage a high standard of vegetable, flower and fruit cultivation by disseminating information by newsletters, website, information boards, and an annual show.
- d) To assist members by providing water; maintaining paths; providing toilets and a community hut; managing a trading venture to sell garden necessities on site at low cost.
- e) To encourage an interest in organic gardening
- f) To encourage members to value wildlife in their allotments.
- g) To promote good relationships with the local community via our show and open days, providing plots for specific community groups such as school children and maintaining a fair waiting list system for new allotment holders.

4. Powers

In furtherance of the objects the Association may: -

- a) To hold general meetings of members and of the committee.
- b) To collect the annual subscription from all members.
- c) To raise funds, apply for grants and invite/receive contributions from any persons whatsoever by way of donation, or otherwise.
- d) The association may undertake trading activities in raising funds, but shall remain a 'not for profit' organisation.
- e) Employ and pay staff (who may not be members of the Executive Committee)
- f) Take such steps that have been agreed with the Local Authority which are necessary for the good management and cultivation of the allotments.
- g) Co-operate with other organisations (charities, voluntary bodies and statutory authorities) and exchange information and advice.
- h) To spend money in pursuance of the aims and objectives of the association, with all income and assets being used only for this purpose.
- i) Do anything within the law that is necessary in carrying out the Objects.

5. Membership and Subscription

5.1 Membership

- a) Membership is open to any person who wishes to help in furtherance of the Associations objectives.
- b) Every member has one vote at General meetings of the organization
- c) The Committee may make provision for non-voting categories of membership, including junior membership and set subscription payable (if any).
- d) The Committee shall have the right for good and sufficient reason to terminate the membership of any member
- e) A member whose membership is so terminated shall have the right to appeal to the Complaints Panel, which will consist of the senior elected members of the Committee (Chairman, Vice-Chairman, Secretary and Treasurer). Where the Complaints Panel is satisfied after hearing the case put by or on behalf of the member concerned that the member should leave the Association it may terminate that membership by written notice and that notice is final.
- f) A member may resign their membership at any time.
- g) The Committee must keep a full list of members.

5.2 Subscriptions

Every member shall pay an annual subscription of such amounts as the Committee decides from time to time. The annual subscription is due immediately following the AGM in April each year. Any member who is in arrears at the 30th of April without good cause shall be held to have ceased to be a member unless a satisfactory explanation in writing is given to the Committee.

6. Annual and Extraordinary General Meetings

6.1 Annual General Meetings (AGMs)

There must be an AGM of members of the Association every calendar year in March. At the AGM the members will: -

- a) Receive the Committee's report for the previous year
- b) Receive the Treasurer's report and accounts for the previous year
- c) Elect the Committee for the following year
- d) Elect a person who shall act as auditor by undertaking an independent review of the financial records of the Association
- e) Determine any other matter of which notice has been given or which members wish to raise.

6.2. Extraordinary General Meetings

EGMs may be held at any time if called by the Committee or if at least twenty members of the Association make such a request to the Committee. An EGM must be called within two weeks of such a request.

6.3 Procedures at AGMs and EGMs

- a) A General Meeting requires 10 days notice to be given to the members specifying the matters to be dealt with
- b) The Chairman of the Committee, or in their absence some other person elected by the meeting, will take the chair at General Meetings
- c) Every question is decided by a majority of the votes cast. In the case of equality of votes the Chairman has the casting vote.

7. The Management Committee

7.1 The Composition of the Committee

- a) The Committee is the body responsible for the management of the Association
- b) The Committee has the power to make rules for the administration of the Association.
- c) The Committee shall consist of a minimum of five and a maximum of twelve.
- d) The members of the Committee are elected annually at the Annual General Meeting and normally hold office until the end of the AGM the following year.
- e) A member of the Committee who resigns by written notice to the Committee ceases automatically to be a member of the Committee

7.2 Officers of the Society

- a) The Officers of the Society will be the Chairman, Vice-Chairman, Secretary and Treasurer.
- b) These Officers will be elected by majority vote by the new Committee members meeting immediately after the end of the AGM.

7.3 Committee Procedures

- a) The Committee must meet at least twice in every calendar year. A special meeting of the Committee may be called at any time on seven day's notice. A quorum at Committee meetings is three.
- b) Every question is decided by a simple majority of the Committee members present and voting at a meeting. In the case of equality of votes the Chairman of the meeting has a second or casting vote.
- c) The Committee must keep minutes of its meetings and proceedings and keep safe all records relating to the Association
- d) The Committee may make rules to govern its own proceedings so long as they are not inconsistent with the provisions of the constitution.

7.4 Committee Nominations

- a) Members of the Committee are eligible for re- election and those wishing reelection should be confirmed before the AGM
- b) New candidates who wish to stand for election to the Committee shall make themselves known to the chairperson before the beginning of business at the AGM. Each nomination should be proposed and seconded
- c) Nominations may also be accepted at the relevant point in the meeting provided the person named is willing to accept the nomination and is proposed and seconded.

8. Finance

- a) All funds belonging to the Association may only be used in furthering the Objects.
- b) The Committee shall maintain an account for the association at a Bank or Building Society and make regulations governing the signatories (of which there must be at least two) on such accounts. All monies received by the Association shall be held in this account
- c) No member of the Committee shall receive any payment or other benefit from its funds except for reasonable out of pocket expenses properly incurred for the purposes of the Association. In addition the Committee reserves the right to award modest honoraria to individual Committee (and other) members in recognition of the work undertaken throughout the year on behalf of the Association. The levels of honoraria to be paid will be determined by the Committee each year.
- d) The Committee is responsible for the keeping of books of account and for the preparation of an annual report and annual statement of accounts for the Association.

9. Amendment of the Constitution

- a) The provisions of this constitution may be amended at a General Meeting by resolution passed by two-thirds of the members present but:
- b) Notice of terms of the proposed amendment must be given with the notice calling for the meeting.

10. Dissolution

- a) The Association may be dissolved at a General meeting by resolution passed by a simple majority of members present.
- b) In the event of dissolution the members of the Committee holding office will remain responsible for the orderly winding up of the affairs of the Association
- c) After paying or making provision for all debts and liabilities of the Association the Committee shall transfer any remaining assets as appropriate