

# **Jubilee Allotment Association Constitution**

## **1. Name**

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

## **2. Aims.**

2.1 The aims of the association are

- a) to manage Bilton Hall Allotments as agents for Knaresborough Town Council in accordance with the rental agreement in force;
- b) To manage Bilton Hall Allotments for the benefit of members in accordance with the rental agreement and association rules;
- c) to promote the interests of all members in their gardening activities and to take joint action for the benefit and protection of members;
- d) to maintain harmonious and productive relationships with our landowners (Knaresborough Town Council) and the local community;
- e) 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; and
- f) 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 Powers**

3.1 The Association may do anything necessary to comply with the rental agreement with Knaresborough Town Council and the other aims of the association, subject to the constitution and other rules in force.

## **4. Membership and Subscription**

### **4.1 Membership**

- a) membership is open to any person who wishes to help in furtherance of the Association's aims;
- b) plot holders (ie named tenants of plots) are members of the association for the duration of their tenancy;

- c) every member has one vote at General meetings of the Association. Where an organisation is a plot holder, that organisation may nominate a representative to attend General meetings and that representative has one vote at such meetings;
- d) the Committee may make provision for non-voting categories of membership, including junior membership;
- e) the Committee may at its discretion refuse an application for membership or terminate the membership of any member;
- f) a person whose application for membership is refused and any member whose membership has been terminated shall have the right of appeal to the Appeals and Complaints Panel. Any appeal must be brought within 28 days of the date of refusal or termination;
- g) a member may resign their membership at any time, at which time any tenancy lapses;
- h) the tenancy of any person, whose membership has been terminated under 4(e) lapses on the day of termination; and
- i) the Committee must keep a full list of members.

## **4.2 Subscriptions**

- a) every member shall pay an annual subscription of such amounts as the Committee decides from time to time; and
- b) the annual subscription is due on or before the first day of April each year. Any member who is in arrears at the 30th of April shall cease to be a member unless a satisfactory explanation in writing is given to the Committee.

## **5. Annual and Extraordinary General Meetings**

### **5.1 Annual General Meetings (AGMs)**

There must be an AGM of the Association in the first quarter of every calendar year. The business of the AGM will include : -

- a) the Committee's reports and accounts for the previous year;
- b) election of the Committee for the following year;
- c) any other competent business.

## **5.2. Extraordinary General Meetings (EGM)**

- a) 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 in writing to the Committee. An EGM must be called within two weeks of such a request.

## **5.3 Procedures at AGMs and EGMs**

- a) a General Meeting requires 10 days notice to be given to 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 chair General Meetings; and
- c) every question is decided by a majority of the votes cast. In the case of a tie the Chairman has the casting vote.

## **6. The Management Committee**

### **6.1 Composition of the Committee**

- a) the Committee is the body responsible for the management of the Association;
- b) the Committee shall consist of a minimum of five and a maximum of twelve members;
- c) subject to 6.1(e), 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;
- d) the Committee may co-opt members onto the Committee where necessary between Annual General Meetings; and
- e) a member of the Committee may resign by written notice to the Committee.

### **6.2 Officers of the Association**

- a) the Officers of the Association are the Chairman, Vice-Chairman, Secretary and Treasurer;
- b) these Officers will be elected by majority vote by the new Committee meeting immediately after the end of the AGM, or where necessary at any Committee meeting.

### **6.3 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 a tie the Chairman has a casting vote;
- c) the Committee must keep minutes of its meetings and proceedings and keep safe all records relating to the Association; and
- d) the Committee may make rules to govern its own proceedings so long as they are not inconsistent with the provisions of the constitution.

### **6.4 Committee Nominations**

- a) members of the Committee are eligible for re- election and those wishing reelection should be confirmed before the AGM;
- b) members 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 by members;
- 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;
- d) only members of the association shall be eligible to stand for election.

### **6.5 Appeals and Complaints Panel**

- a) The Appeals and Complaints Panel, drawn from the senior elected members of the Committee will deal with all complaints and appeals by members. Its decisions are final.

## **7. Finance**

- a) All funds belonging to the Association may only be used in accordance with furthering its aims and obligations;

- b) the Committee shall maintain an account for the Association at a Bank or Building Society: 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 accounts and for the preparation of an annual report and annual statement of accounts for the Association.

## **8. 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.

## **9. 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; and
- c) after paying or making provision for all debts and liabilities of the Association the Committee shall transfer any remaining assets as appropriate.