

The Constitution of the West Cheshire Allotment Federation

1. Name

West Cheshire Allotment Federation – hereafter the ‘Federation’

2. Aims & Objectives

The Federation will operate as a non-profit making organisation affiliated to the National Society of Allotment & Leisure Gardeners (NSALG) to further the following aims and objectives:

- 2.1 To promote the interests of all members in their allotment activities, including co-operating with other NSALG Federations in matters of mutual interest.
- 2.2 To promote, protect and improve Allotment Colonies in the West Cheshire area.
- 2.3 To encourage all Allotment Associations and Societies in the West Cheshire area to join this Federation.
- 2.4 To seek funding in support of the Federation’s aims and objectives.
- 2.5 To conduct negotiations for the benefit and on behalf of allotment holders with the local authorities and private colony landlords on all matters relating to the West Cheshire area.
- 2.6 To take joint appropriate action on behalf of and for the benefit of the members.
- 2.7 To undertake such other activities which the Management Committee and members consider appropriate for the benefit of the Federation.
- 2.8 To act at all times within the rules and in support of the National Society of Allotment & Leisure Gardeners Limited.
- 2.9 To facilitate the networking of good practice.
- 2.10 To provide equal opportunities to all members without discrimination on any grounds.

3. Membership

- 3.1 Membership of the Federation shall be open to:-
 - a. All Allotment Associations and Societies that are located in the West Cheshire area and are also Members of the National Society of Allotment & Leisure Gardeners Limited are eligible to be Members of the Federation.
 - b. Membership details shall be maintained by the Federation Secretary.

4. Termination of Membership

- 4.1 Membership of the Federation may be terminated upon the recommendation of the Management Committee to the Management Committee of NSALG; and hence to a general meeting of the membership; in either and both instances, for good and sufficient reason.
- 4.2 The member may appeal against such termination at the membership meeting so called.
- 4.3 Where no clear conclusion can be determined the Management Committee of the Federation may seek a decision in accordance with Clause 17 of this Constitution. The decision of the National Society of Allotment and Leisure Gardeners Limited

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shall be final.

5 Officers of the Federation

- 5.1 The Officers of the Association shall be a Chairperson, a Secretary and a Treasurer. They shall be elected at each Annual General Meeting. Retiring Officers shall be eligible for re-election except that the Chairperson shall serve a maximum of 3 consecutive years with re-election only allowed after at least a further 3 years out of office.
- 5.2 The Officers shall be ex-officio members of the Management Committee and of any sub-committee set up for a specific purpose.
- 5.3 Subject to the restrictions described above no more than 1 Officer of the Federation should change each year.
- 5.4 If desired an Honorary President shall be elected at an Annual General Meeting.
- 5.5 The Honorary President shall chair all meetings of the membership. The Chairperson shall chair all meetings of the Management Committee.

6 Management Committee

- 6.1 The affairs of the Federation shall be conducted by a Management Committee elected annually by the membership at the Annual General Meeting.
- 6.2 Each Allotment Association or Society shall be represented on the Management Committee by up to two members.
- 6.3 Members of the Management Committee retiring at the end of their term of office shall be eligible for re-election.
- 6.4 Casual vacancies shall be filled by invitation of the Management Committee and the members so appointed shall hold office until the next Annual General Meeting when they shall be eligible for election to the committee.
- 6.5 The Management Committee shall meet not fewer than three times in each year and attend the Annual General Meeting and such other membership meetings as shall be arranged.
- 6.6 The Management Committee may create a Sub-committee for any specific task and may appoint members to sit on such Sub-committee and determine the powers and terms of reference of any Sub-committee and duration of its activities.
- 6.7 A quorum for the Management Committee shall be two officers and two committee members. A quorum for general meetings of the membership of the Federation shall be not fewer than two officers and representatives of six member Allotment Associations or Societies.
- 6.8 In the event that no quorum exists for a Management Committee meeting after a period of thirty minutes has elapsed from the notified starting time of the meeting then the members present may discharge the matters notified to the meeting in the "Notice of Meeting" but no business may be discussed under the heading of "Any Other Business".

7 Voting

- 7.1 On all matters put to a vote each Casual Member shall have one vote.

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- 7.2 Allotment Associations and Societies shall have up to two votes subject to there being two of the members present at the meeting and representing their Association or Society.
- 7.3 The Chair of the meeting shall have a casting vote in the event of equal numbers of votes being cast both 'for' and 'against' the motion under consideration.

8 General Meetings

- 8.1 General Meetings may be called upon the request of not less than one representative member from each of four Allotment Associations or Societies and representing their respective Allotment Association or Society.
- 8.2 The purpose of any such meeting must be given in writing to the Secretary or other officer not less than twenty-one days before the date of the meeting and the Secretary shall publish notice of such meeting and its purpose not fewer than seven days before such meeting taking place.

9 Annual General Meeting

- 9.1 The Annual General Meeting shall take place not more than ten months after the close of the Association's financial year and ordinarily shall be held within four months of the close of the financial year.
- 9.2 The purpose of the meeting shall be to receive the Report and Audited Accounts for the year and to elect the Officers and Management Committee for the coming year. Officers and Committeemen shall hold office in each year until the election of incoming Officers and Committeemen.
- 9.3 The meeting shall also consider and determine such matters which shall have been duly notified to the Secretary for the attention of the Meeting.

10 Finance

- 10.1 The income and property of the Federation from wherever it is obtained shall be applied solely to the promotion of the purposes of the Federation as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly in any manner by way of profit to any individual member of the Federation; provided that nothing herein shall prevent the payment in good faith of those proper out-of-pocket expenses incurred in the case of the Federation's business by any officer or other member appointed to act on behalf of the Federation.
- 10.2 The financial year shall run from 1st April to 31st March.

11 Grants

- 11.1 Grants may be sought in support of specific projects in furtherance of the aims of the Federation.

12 Subscriptions

- 12.1 Subscriptions to the Federation shall be such as are determined at the Annual General Meeting of the Federation upon the recommendation of the Management Committee.

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- 12.2 Existing members who shall not have paid such subscriptions as are determined by the Federation within sixty days of the due date shall be deemed to have ceased membership of the Federation and shall not enjoy benefit of membership of the Federation.

13 Bank Account

- 13.1 The Management Committee shall ensure that such bank accounts are opened as are deemed necessary for the proper regulation of the Federation's affairs.
- 13.2 Not less than two signatories of whom one must be the Treasurer shall operate such bank accounts. All such bank accounts shall be operated for the exclusive benefit of the membership of the West Cheshire Allotment Federation.
- 13.3 The Treasurer may operate an imprest account for the discharge of petty cash expenditure. Necessary expenses incurred by Officers of the Management Committee shall be re-imbursed upon receipt by the Treasurer of a written itemised claim. Honoraria may be paid on the recommendation to the membership by the Management Committee to Officers of the Federation in recognition of any out-of-pocket expenses incurred in the discharge of their duties.

14 Auditors

- 14.1 An auditor shall be appointed who is not a member of the Management Committee to audit the accounts and report thereon to the Annual General Meeting.

15 Affiliations

- 15.1 Affiliations shall be sought to such organisations having similar purposes to that of the Federation as are deemed to be of benefit to the Society

16 Alterations to this Constitution

Alterations to this Constitution may be effected at any General or Annual General Meeting of the membership which has been duly notified of the proposed change(s) and which accepts the alterations voting in favour of the proposal(s) with a majority of not less than two thirds of the members present. Each and every such proposal shall be voted upon separately.

17 Disputes

- 17.1 Disputes will be initially considered by the Management Committee.
- 17.2 Where the dispute involves the Management Committee or cannot be resolved by the Management Committee it shall be referred to the Management Committee of the National Society of Allotment & Leisure Gardeners.

18. Dissolution

- 18.1 Dissolution of the Federation shall be determined upon the recommendation of the Management Committee at a meeting of the Membership of the Federation especially called for such purpose.
- 18.2 Upon the voting of two-thirds of the Membership attending such meeting agreeing to accept the recommendation of the Management Committee the committee shall have

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power to realise all assets held by or on behalf of the Federation.

- 18.3 After the satisfaction of all proper debts and liabilities any remaining assets shall be given or transferred to such other similar Societies or bodies having the same or similar objects as the Federation as may be determined by the Federation or failing that to some other charitable purpose.
- 18.4 A copy of the determining resolution together with the Statement of Accounts for the final accounting period shall be lodged with the Charity Commissioners.

This CONSTITUTION was adopted as the constitution of the **West Cheshire Allotment Federation** at a meeting held at:-

Whitby Sports and Social Club, Whitby, Ellesmere Port
on
Saturday 13th July 2013

Signed:



_____ (Chairperson)



_____ (Secretary)