

# **Constitution of the Frodsham Town Allotment Association**

## **Approved at the Inaugural AGM on May 28<sup>th</sup> 2014**

### **Name.**

The name of the organisation shall be the Frodsham Town Allotment Association, known in this document as the Association.

### **Objects of the Association.**

- To liaise with the landlord, 'Frodsham Town Council', with regard to the Allotment Gardens, for the benefit of the Members, in accordance with the Association's General Rules and Conditions of Let.
- To preserve the existing allotment gardens.
- To promote new allotment gardens.
- To educate allotment gardeners and the preserving of skills.
- To advocate the benefits of environmentally sustainable allotment gardening.
- To foster good relations with residential neighbours, and local statutory & non-statutory bodies.

In pursuit of these Objects, the Association shall be non-political, non-sectarian and non-racial.

### **Powers of the Association**

To carry out any activity in furtherance of the objects

To improve, develop, manage or otherwise deal with the property and/or rights of the Association.

To do anything which may be incidental or conducive to the furtherance of the Associations Objects.

### **Membership of the Association.**

Membership shall be open, irrespective of sex, class, ethnic origin, nationality, disability or political, religious or other opinion, sexual orientation, to:

**Full Members** shall be plot holders of the Associations Allotment Gardens, who have paid their annual rent.

**Waiting members** will be those on the waiting list.

**Associate members** will be those who support the activities and objects of the Association but do not have/want an allotment and includes Local Council Officers.

**Honorary Members** may be nominated from time to time.

Rentals and membership fees for the various categories of member will be determined by the Management Committee as agreed at AGM.

Only Members having an Association Allotment Garden and having paid the rental and any membership fee will be allowed to vote at AGMs and SGMs.

Members must abide by their missives of rent and rules of the Association.

The management committee shall keep a register of members.

The rights and privileges of a member shall not be transferable nor transmissible, and all such rights and privileges shall cease upon the member ceasing to be such. All members shall abide by the rules of the tenancy agreement. A member shall cease to be a member on:

- Resignation in writing to the Secretary; or
- Failure to pay the annual subscription within three months after the date it became due; or
- Winding up of the Association, or
- Expulsion by Frodsham Town Council, the Landlord, for conduct prejudicial to the Association, provided that any member whose expulsion is proposed has the right to make representation to the Town Council.

### **General Meetings**

The Management Committee shall convene an annual general meeting of all the members, not more than 15 months shall elapse between annual general meetings.

Notification of the Annual General Meeting will be sent to all members six weeks before the meeting date, inviting nominations for Management Committee and any resolutions.

Amendments to the Constitution or other resolutions, together with nominations for Office Bearers and Members of the Management Committee must be submitted to the Association Secretary twenty eight days prior to the meeting date.

Notice of Constitution amendments and resolutions will be advised to all members fourteen days prior to the Annual General Meeting

The business of an Annual General Meeting shall include but not be limited to

- A report by the chair of the year's activities
- A review of the annual accounts.
- The election/re-election of officer bearers and members of the management Committee.
- The election of two auditors who shall not be members of the Management Committee but full members of the association.
- Any other competent business.

14 days clear notice shall be given of any special general meeting.

The management committee may call a special general meeting at any time.

If 25% of the Full Members sign a letter requesting a special general meeting, the management committee shall organise such a meeting within 21 days of receipt of the letter.

A quorum for general meetings shall be 25% of the Full members.

Each plot (worked by a plot holder(s) who have paid their rent) whether it be half or full, one plot holder or shared, shall carry one vote

Voting shall normally be by a show of hands, if a poll of all members is called for the management committee will arrange a poll of all members within 14days.

General meetings shall governed by standing orders for AGMs and SGMs

### **Management Committee**

The maximum numbers of member of the management committee shall be 7.

A person shall not be eligible for election unless he/she is a Full Member of the Association.

The AGM shall elect officers and ordinary committee members.

The officers of the organisation shall be

- Chairman

- Vice-Chairman
- Secretary
- Treasurer and
- One representative from each of the 3 Allotment sites.

Officers shall be elected for three years and be eligible for a further three years after the first period. Normally they would retire for a least one-year before being eligible for re-election.

Ordinary members shall be elected for three years and be eligible for re-election.

Initially after the first AGM one third of the ordinary management committee members shall retire, similarly at the end of the second year so that in time one third of the ordinary management committee members retire each year.

A quorum for Management Committee meetings shall be four full members.

Management Committee meetings shall be governed by standing orders for use at Management Committee Meetings

### **Finance**

All funds raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other

The treasurer shall keep proper accounting records and shall prepare proper accounts annually and at such other intervals as the management committee may direct.

The auditors shall audit the accounts at least once a year.

An audited statement of the accounts for the last financial year shall be submitted by the management committee to the annual general meeting.

A bank account shall be opened in the name of the Association.

The management committee shall authorise in writing three members of the management committee (one of whom shall be the treasurer) to sign cheques on behalf of the Association

### **Dissolution**

In the event of the dissolution of the Association, all outstanding debts and liabilities will be cleared. The balance of any assets remaining will go to a similar organisation or to charity as decided by the SGM. No member will gain from the dissolution of the Association.

### **Amendments to this Constitution.**

Amendments can only be made at a correctly convened AGM or SGM.

### **Appendices**

Association's General Rules.

Inspection termination and appeals procedure

Missive of Let.

Standing orders for AGMs and SGMs.

Standing orders for use at Management Committee Meetings

### **Signed**

Chairman	date
Vice-Chairman	date
Secretary	date
Treasurer	date

**Names printed below**

Chairman

Vice-Chairman

Secretary

Treasurer