

CONSTITUTION AND RULES

of the

WESTON FAVELL ALLOTMENT ASSOCIATION

Located at

GRASPIN LANE, NORTHAMPTON

Affiliated to

NORTHAMPTON ALLOTMENT NETWORK

RULES AND CONSTITUTION

1. Name

The name of the society shall be Weston Favell Allotment Association.

2. Official Communications

Shall normally be received and signed on behalf of the Association by the Secretary or in the absence of the Secretary by the Chair or Treasurer.

3. Aim of the Association

To assist all members in the pursuit of growing vegetables, fruit and flowers as a recreation and promote health, education and community fellowship

4. Objects

- a) To actively cooperate with groups and organisations with a view to increasing the provision of allotments and improving standards and facilities
- b) To help new plot holders on the site in whatever way is appropriate including providing where possible introduction to a nearby experienced plot holder with the view to advice during the early months of tenancy

5. Powers

The Association shall have full power to do all things necessary or expedient for the accomplishments of its objectives.

No sectarian or political questions shall be introduced and no actions of the Association shall be directed towards the propagation of political or religious doctrines, racial or gender discrimination, or take part in any political party or religious denomination activities which reflect on the good governance of the Association.

USE OF NAME

6. Use of name

The name shall be mentioned in all business letters of the Association, notices, advertisements, and other official publications of the Association and payments, cheques, and orders for money or goods, signed by or on behalf of the Association, and in all bills, invoices, receipts and letters of credit of credit of the Association.

MEMBERSHIP

7. Members

The Association shall consist of Allotment and Leisure Gardeners within the Northampton area or of such persons as the committee may admit to membership.

8. Subscriptions

Members will be required to pay such annual subscription as may be determined by the Town Council each year as part of the Treasurer's report and also be included in the agenda convening the meeting and included as an addendum to the Constitution of the Association.

9. Cessation of Membership

- a) The members death
- b) The members resignation
- c) The non-payment of the annual subscription.
- d) The expulsion of a member under Rule 10 below.

10. Expulsion of Members

A General Meeting may, by a vote of two thirds of the members present and entitled to vote, expel any member for conduct detrimental to the Association, provided that a notice specifying the conduct for which it is intended to expel, is sent to the member at the address entered into the register of members at least one calendar month prior to the date of the meeting.

LIST OF MEMBERS

11. List of members

The Committee of Management shall allocate the keeping of a membership list to one of its members in which shall be entered the following.

- a) Name, address, email address and telephone number.
- b) Date of joining.
- c) Date of receipt of joining and renewal subscriptions.

Any member may see the entry in respect of themselves recorded in the official list of members and in their own interest must notify any change of address, telephone number, email address etc. to the Secretary.

All records must be protected as per the current legislation on the dissemination of information.

GOVERNANCE AND DAY TO DAY MANANGEMENT

12. Governance of the Association shall be invested in the General Meetings.

13. Day to day Management delegated to the Committee of Management.

COMMITTEE OF MANAGEMENT AND OFFICERS

14. Committee of Management

The Committee of Management must be members of the Association and shall consist of a Chair, Secretary, Treasurer and 3 Committee Members or such numbers as may be determined at a General Meeting.

15. Election

The Committee of Management will be elected from members of the Association at the Annual General Meeting and will take office at the end of the Annual General Meeting and hold office until the end of the next A.G.M.

16. Mid Term Vacancies

The Committee may fill any vacancy arising during the year. Members appointed will be full voting members of the committee and will count towards a quorum.

17. Co-option

The committee may co-opt any member to the committee to assist in its work. Any co-opted member will be non-voting and will not count toward a quorum.

18. Powers of the Committee

The Committee of Management shall have full power to supervise and manage the day to day work of the Association according to the rules for the accomplishing its objectives.

19. Attendances

Any Committee member who has failed to attend a number of meetings as agreed at an AGM for any reason unacceptable to the Committee will cease to be a Committee member.

20. Removal from Committee

The Committee may remove any officer or committee member from the committee by a simple majority following an open discussion of the issues which includes the individual members opportunity to put his/her point of view. If required the vote may be a secret vote but the voting numbers must be included in the minutes.

MEETINGS OF THE COMMITTEE OF MANAGEMENT

21. Frequency of meetings.

The Management Committee will meet quarterly or as agreed by the committee. The quorum will be 4 members or that agreed at the AGM if the committee is larger than six members.

The Chair and either the Secretary and Treasurer may take any executive emergency required where it is not practical for the business to be decided on at a regular or special meeting. Details of the action will be reported and recorded at the next Committee Meeting.

At all meetings questions will be decided by a majority of votes. If the votes are equal the Chair shall have the casting vote in addition to his vote as a member.

FINANCE

22. Financial Records.

The Treasurer will keep a record of all income and expenditure related to the Association's financial transactions. All expenditure must be supported by suppliers invoice or appropriate voucher, the total amount and the purpose for which the payment was made.

The Treasurer shall open a cheque book account at a bank or building society in the name of the Association. Payments by cheques shall require 2 authorised signatures – Secretary and Treasurer.

A simple Income and Expenditure action will suffice if no action other than sales to the Association membership is expected. A simple sub account can be introduced to cover other Income or Expenditure.

The Treasurer shall make a verbal report at each Committee Meeting providing an up to date account of income and expenditure and the current balance of funds available.

23. Special Expenditure

When special projects are considered they will be costed, as far as possible and the Treasurer will advise the Committee on possible ways of funding.

24. Presentation of Accounts for Audit

The Treasurer will close the annual account on 30 September each year and prepare an Income and Expenditure account and balance for presentation to the Auditor. The annual audited accounts shall be circulated as part of the Society's AGM signed by the Auditor and the Treasurer.

The accounts will be considered and approved at the AGM. Adoption of the audited accounts must be proposed by a member who is neither a Committee Member nor an Auditor.

Any member has the right to request a copy of the accounts from the Secretary who will provide a copy in two weeks.

Should there be a mid-term vacancy the Committee shall appoint an Acting Treasurer and the Auditor shall carry out an interim audit in preparation for the new Treasurer taking office.

The Treasurer shall advise the AGM Meeting of any changes required in the membership fee for the current financial year. The AGM will note any change in the fee as an addendum to the Constitution.

GENERAL MEETINGS

26. Annual General Meeting

The Annual General Meeting shall be held at such times as the Committee of Management or a General Meeting shall decide as soon after the audit of accounts is completed and is convenient.

The election of officers will take place as per the pro forma agenda attached to the Constitution. (Addendum 1.)

The Chair for this and all General Meetings shall be elected at the start of the meeting.

27. Special General Meetings.

A Special General Meeting shall be held whenever the Committee of Management thinks expedient or whenever a written requisition for such is requested for such a meeting by 5 members is delivered to the Secretary. A Special General Meeting shall be convened within 4 weeks of receipt of a request. Should the Secretary fail to convene a meeting the signatories may convene the meeting by giving such notice themselves.

28. Notice of General Meeting

At least 7 days' notice in writing to be given of every General Meeting, stating the business to be transacted at such meeting. The notice shall be sent to every member at the address entered in the list of members and no other business than that stated in the notice shall be transacted.

29. Agenda Items.

Agenda Items must be notified in writing to the Secretary 14 days before the meeting.

Motion or motions must be notified to the Secretary 14 days before the meeting signed by the proposer and seconder.

Changes in Rules must be notified to the Secretary 14 days prior to the meeting signed by the proposer and seconder.

30. Voting at Meetings.

Every member present at a General Meeting and not otherwise disqualified shall have one vote and where the votes cast are equal then the Chair shall have the casting vote as well as his/her own vote as a member.

Members who are not allotment holders cannot vote on questions affecting allotment tenant members only.

A quorum at a General Meeting shall be 5 members or 25% of membership whichever is the greater

No political or sectarian issue shall be discussed at General Meetings.

31. Dissolution

The Association may, at any time be dissolved by consent of three fourths of the membership, testified by their signatures to an instrument of dissolution.

Instructions for dissolution will clearly set out what is to happen to any assets and residual cash after payment of expenses.

Cash may be held in a bank account against any future reformation of a successor Association or distributed according to the wish of the signatories of the instrument of dissolution.

ADDENDUMS

1. Copy of pro forma AGM Agenda.

2. Association Fees.

Agreed fees to be noted as an addendum to the Constitution and the figure altered after each change of rate. Retain all changes on record for two years.

PRO FORMA AGENDA FOR AGMs

1. Chair opens meeting
2. Apologies for absence
3. Approval of previous minutes
4. Chair's report
5. Treasurer's report
6. Secretary's report
7. Election of Officers
8. Election of Committee
9. Future Projects (if any)
10. AOB
11. Chair's closing comments

CURRENT FEES

Year commencing April 2024 – 31 March 2025

Fees set by Town Council per pole £4.20

(under 60/over 60) £2.10

Plus membership to NAS

Plus insurance