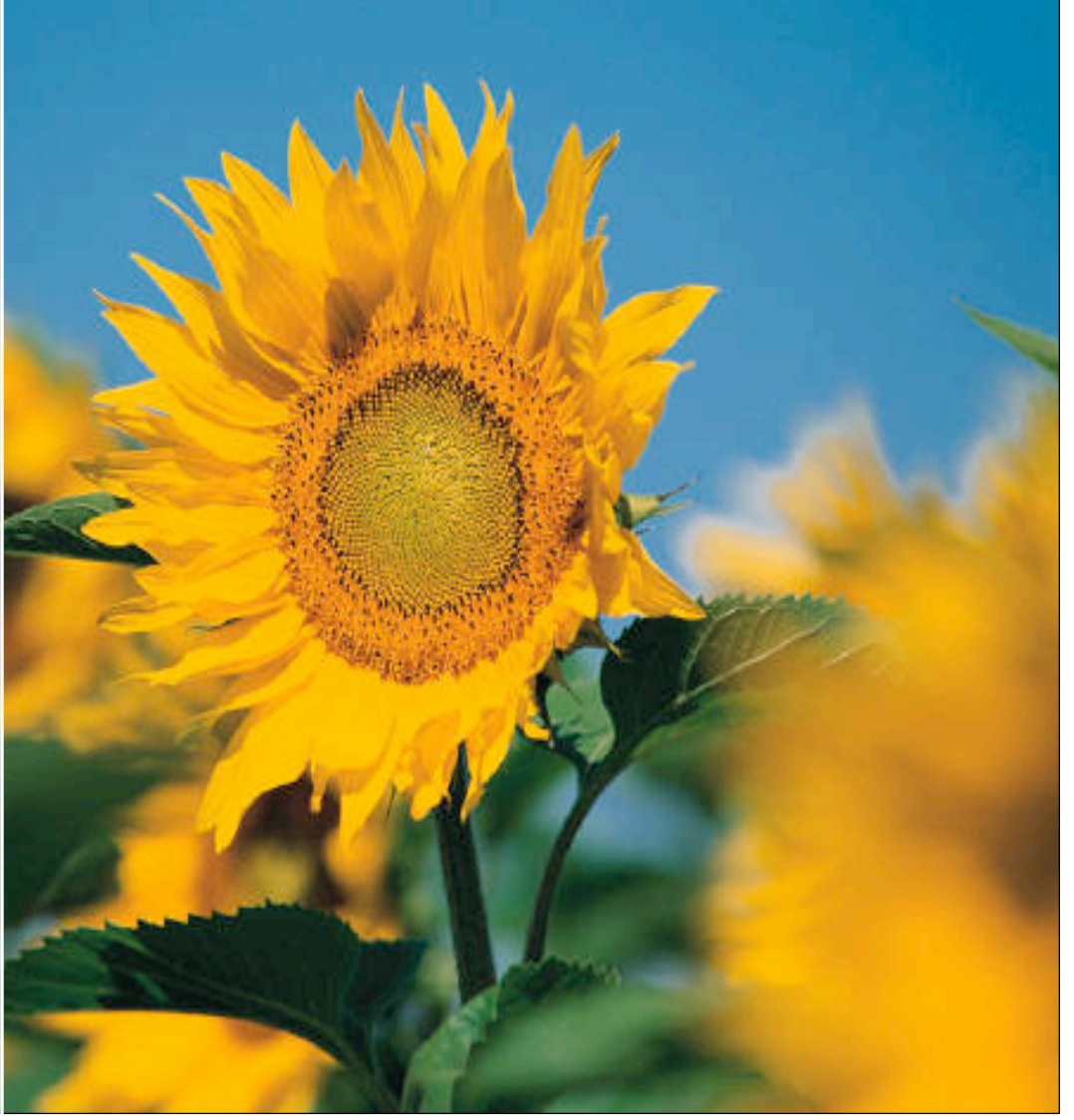


Constitution and Rules

Leominster Allotment Association



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Leominster Allotment Association

CONSTITUTION AND RULES FOR THE ASSOCIATION

1. Name

The group shall be called “Leominster Allotment Association”.

2. Official Communications

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

3. Aim of Society

The aim is to assist all members in the pursuit of gardening as a recreation and to promote health, education and community fellowship. To improve site facilities and to keep public areas tidy.

4. Objectives

(a) To actively cooperate with groups and organisations with a view to increasing the provision of allotments and improving standards and facilities.

(b) To establish a working relationship with Leominster Town Council as landlords with the object of improving facilities, carrying out essential landlord maintenance, preparation of allotment gardens for letting, producing publicity about availability of allotments and early consultation on allotment matters e.g. proposed site changes, rent levels and reviewing the tenancy agreement which sets out responsibilities of the landlord and the tenant.

(c) To administer any distribution service, communal maintenance machinery and equipment, including a seed scheme for members.

(d) To help new gardeners on the site in whatever way is appropriate including providing where possible introduction to a nearby experienced gardener with the view to special help during early months of tenancy.

5. Powers

The Society shall have full power to do all things necessary or expedient for the accomplishment of its objectives. No sectarian or party political questions shall be introduced into any meeting and no action of the society shall be directed towards the propagation of political or religious doctrines, racial or gender discrimination or take part in any political party or religious denominational activities.

6. Use of Name

The name shall be mentioned in all business letters of the Society, notices,

advertisements, and other official publications of the Society and payments, cheques, and orders for money or goods, purporting to be signed by or on behalf of the Society, and in all bills, invoices, receipts and letters of credit of the Society.

7. Members

The Society shall consist of Allotment and Leisure Gardeners within the Ginhall Lane Allotments or of such other 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 Annual General Meeting as part of the Treasurer's report and be included in the agenda convening the meeting. Members joining part way through a financial year will pay one twelfth for each month or part of a month remaining in the current financial year

9. Cessation of Membership

A member shall cease to be a member in the following eventualities:

- (a) The member's death
- (b) The member's resignation

10. List of Members

The Committee of Management shall allocate the keeping of an alphabetical membership list updated annually to one of its members in which shall be entered the following:

- (a) Name, address, telephone number and (if applicable) e-mail address of member
- (b) Date of joining and leaving
- (c) Date of receipt of joining subscription 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 to the Secretary.

11. Governance

Governance of the Society shall be vested in the General Meetings.

12. Day to day management

Day to Day Management is delegated to the Committee of Management.

13. Committee of Management

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

14. Election

The Committee of Management will be elected from members of the Society at the Annual General Meeting and will take office at the end of the Annual General

Meeting at which elected until the end of the next Annual General Meeting.

15. Mid-Term Vacancies

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

16. Co-option

The Committee of Management may co-opt any member to the Committee to assist in its work. Such co-opted members will be non voting and not count towards a quorum.

17. Powers of Committee

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

18. Frequency of meetings

The Committee of Management will meet quarterly or more frequently if required by decision of the Committee.

19. Quorum at Committee Meetings

A quorum for meetings of Committee of Management shall be 4 or such other number as may be agreed at a General Meeting.

20. Committee

Any urgent decisions to be made by a quorum of four consisting of any two officers and two committee members.

21. Emergency Actions

The Chairman and/either the Secretary or Treasurer may take any executive emergency actions required where it is not practicable for the business to be decided upon at a regular or special committee meeting. Details of the action will be reported and recorded at the next meeting of the Committee of Management.

22. Conduct of Meetings

At all meetings of the Committee every question shall be decided by a majority of votes and if the votes are equal the Chairman shall have a casting vote in addition to his/her vote as a member. In the absence of the Chairman, an acting Chairman elected at the committee meeting shall preside for that meeting.

23. Financial Records

The Treasurer will keep in date order a record of all income and expenditure related

to Society's financial transactions and all expenditure must be supported by a supplier's receipt or appropriate voucher which shows the date of expenditure, the total amount and the purpose for which payment was made. Receipts for membership fee income will be given, recording the date paid, the duration of the membership fee e.g. to 31st December 20XX, and the name of the member. This receipt will be proof of membership.

24. Banking

The Treasurer shall open a cheque book account with a bank or building society in the name of the Society. Payments by cheque shall require any 2 or 3 authorised signatures - Chairman, Treasurer, Senior Committee Member.

25. Annual Accounts Format

If no other activity is envisaged then a simple Income and Expenditure account and a balance sheet will suffice. In the event of other activities needing to be presented separately e.g. shows, trading, then a separate simple sub account will be introduced with agreement of the Committee of Management.

26. Reports to Committee

The Treasurer shall make a verbal report at each meeting on income and expenditure and liabilities up to the Friday before the meeting, and make available at the meeting the most recent bank statement. The Treasurer's verbal financial report shall be recorded in the minutes.

27. 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.

28. Financial Advice

Where the Society requires financial advice outside the normal experience, the treasurer shall seek what professional advice is required and advise the Committee.

29. End of Financial Year

The financial year shall end on 31st March.

30. Presentation of Accounts for Audit

The Treasurer shall close the annual account on 31st March each year and prepare income and expenditure statements and a balance sheet for presentation to the Honorary Auditor by the 2nd Monday in the following month.

The audited accounts shall be circulated as part of the agenda for the Society's Annual General Meeting signed by the Honorary Auditor and Treasurer.

31. Mid Term Vacancy

Where for any reason the Treasurer ceases to hold office the Committee of

Management will appoint an Acting Treasurer and ask the Honorary Auditor to carry out an interim audit in preparation for the new Treasurer taking up office.

32. Membership Fee

The Treasurer shall advise the Annual General Meeting of any changes required in the membership fee for the current financial year and the Annual General Meeting will consider and decide on the membership fee.

33. Approval of Audit Accounts

The Annual General Meeting will consider the annual accounts presented by the Treasurer and/or the Auditor. Adoptions of the audited accounts will be proposed by a member other than the Treasurer and Auditor. The Auditor may raise at the Annual General Meeting any financial matters which require the attention of the Society.

34. Availability of Audited Accounts

Any member has the right to request a copy of the adopted audited accounts from the Secretary who will provide a copy within 2 weeks of the request.

35. Annual General Meetings

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

36. Voting at General Meetings

Every member present at a General Meeting and not otherwise disqualified shall have one vote and where the votes cast in any matter are equal then the Chairman shall have the casting vote in addition to his/her vote as member. Members who are not allotment tenants shall not have the right to vote on questions affecting allotment tenant members only.

37. Presiding Officer at General Meetings

At all General Meetings a chairman elected at the meeting shall preside.

38. Dissolution

The Society may at any time be dissolved by consent of three fourths of the members, 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 lodged with the National Society of Allotment and Leisure Gardeners H/Q office and held against any reformation of a successor Society.

39. Instructions for dissolution

In the event of the dissolution, any assets remaining after the discharge of all liabilities shall be transferred to a charitable organisation.

40. Copies of Rules

A copy of the rules of the Society shall be delivered free by the Chairman or delegated committee member to every applicant on joining and on demand subject to payment of an appropriate fee. The Committee of Management shall provide the Chairman with sufficient copies of the said Rules for this purpose.

41. Mode for Amending Rules

The rules may be amended by resolution of a three fourths majority of those attending a General Meeting called for that purpose.

Signed

Dated.....