

BIDFORD on AVON ALLOTMENT ASSOCIATION CONSTITUTION

July 2014

1. Name

The Association shall be called **BIDFORD on AVON ALLOTMENT ASSOCIATION** (the Association)

2. Objects

The objects of the Association will be to manage the allotments on behalf of Bidford on Avon Parish Council and represent allotment holder's views to the Parish Council and vice versa.

3. Status of Rules

These rules (the Association Constitution) form a binding agreement between Allotment holders and the Association.

4. Association Membership

- (a) An Allotment holder is defined as having a current Allotment tenancy agreement in place.
- (b) Allotment holders are Members of the Association and have a single vote per current Allotment tenancy Agreement.
- (c) The Association Secretary will maintain a list of Association Members.

5. Annual Membership Fee

- (a) There is no Additional fee payable other than the existing Agreement fee.
- (b) The Association Committee shall have the authority to levy further fees from the members as are reasonably necessary to fulfil the objects of the Association as agreed in an AGM or SGM.

6. Resignation and Expulsion

- (a) Membership of the Association is dependent on a current Allotment Tenancy Agreement being in place with the Parish Council.
- (b) When an Allotment Tenancy Agreement is terminated Association membership is also terminated.
- (c) A member who has terminated or has had their Allotment Tenancy Agreement terminated will not be entitled to claim any, or a share of any, of the Association Property.

7. Association Committee

- (a) The Association Committee shall consist of the following Association Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Tenant Liaison and Allotment Allocation plus up to 1 other member, elected at an Annual General Meeting.
- (b) Each Association Officer and Association Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Association Officer at any time. The Association Committee shall be responsible for the management of all the affairs of the Association. Decisions of the Association Committee shall be made by a simple majority of those attending the Association Committee meeting. The Chairperson of the Association Committee meeting shall have a casting vote in the event of a tie. Meetings of the Association Committee shall be chaired by the Chairperson or in their absence the Vice-Chairperson. The quorum for the transaction of business of the Association Committee shall be four.
- (c) Decisions of the Association Committee of meetings shall be recorded by the Association Secretary and posted on the web site within 14 days of the meeting.
- (d) Any member of the Association Committee may call a meeting of the Association Committee by giving not less than 7 days' notice to all members of the Association Committee. The Association Committee shall hold not less than six meetings a year.
- (e) An outgoing member of the Association Committee may be re-elected. Any vacancy on the Association Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Association Committee members and approved by a simple majority of the remaining Association Committee members.
- (f) The Association Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Association Rules.
- (g) The Committee may create sub committees and the positions to fulfil them to support the running and aims of the Association. Any new positions will be circulated to the membership and any member may apply. The position will be open to non-members. The committee will decide upon the appointment of each position.
- (h) The Association Committee will inspect the Allotments a minimum of six times per year addressing any issues as required.

8. Annual and Special General Meeting

- (a) An Annual General Meeting (AGM) shall be held in each year to:
- (i) receive a report of the activities of the Association over the previous year including movements in the waiting list
 - (ii) receive a report of the Association's finances over the previous year
 - (iii) elect the members of the Association Committee
 - (iv) consider any other business raised by Members or the Parish Council.
- (b) Nominations for election of members as Association Officers or as members of the Association Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Association, to the Association Secretary not less than 14 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Association Secretary not less than 14 days before the Meeting.
- (c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Association Secretary of a requisition in writing signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each Member written/email notice of a General Meeting together with the resolutions to be proposed and Agenda at least 21 days before the meeting.
- (e) The quorum for a General Meeting shall be 10.
- (f) The Chairperson, or in their absence a member selected by the Association Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(g) The Association Secretary, or in their absence a member of the Association Committee, shall take Minutes of General Meetings and post these on the Parish Council Website with 14 days.

9. Association Finances

(a) A bank account shall be opened and maintained in the name of the Association (the Association Account). No payments will be made unless authorised in advance by a minimum of 2 committee Officers.

(b) The income and assets of the Association (the Association Property) shall be applied only in furtherance of the objects of the Association.

(c) The Association Committee shall have power to authorize the payment of remuneration and expenses to any member of the Association and to any other person or persons for services rendered to the Association

(d) The Association shall prepare an annual Financial Statement which will be presented at the AGM.

(e) The Association Property, other than the Association Account, shall be vested in not less than two custodians, one of whom shall be the Treasurer, who shall deal with the Association Property as directed by decisions of the Association Committee and entry in the Minutes shall be conclusive evidence of such a decision.

(h) The Custodians shall be entitled to an indemnity out of the Association Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

10. Complaints Procedure

(a) Any Member may initiate a Complaint to the Committee.

(b) Complaints must be made in writing to the Association Secretary providing specific details of the Complaint.

(c) The Secretary will distribute the Complaint to the Committee within 7 days and organise for the Committee to meet within 14 days at which point the Committee will review the Complaint and take any agreed action.

(d) The Secretary will respond to the Complainant detailing the Committee's findings within 21 days of the complaint being raised.

(e) If the complainant is a Committee member or the complaint is concerning a Committee member then that committee member must abstain themselves from the process as committee member.

11. Dissolution

(a) A resolution to dissolve the Association shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Association Committee shall be responsible for the winding up of the assets and liabilities of the Association.

(c) Any surplus assets remaining after the discharge of the debts and liabilities of the Association shall be transferred to the Parish Council who shall determine how the assets shall be utilised for the benefit of the Allotment holders. Alternatively, such assets may be disposed of in such other manner as the members of the Association with the consent of the Parish Council shall determine.