

Ambrosden Allotments Constitution

1. Name

The name of the group shall be **Ambrosden Allotments Association**

2. Aims

The aims of Ambrosden Allotments Association will be:

- The co-ordination of all members.
- To stimulate interest in and to encourage a commitment towards horticulture in allotments and gardens.
- To foster the interests and responsibilities of its members.
- To educate allotment gardeners and to preserve skills.
- To advocate the benefits of environmentally sustainable allotment gardening.
- To supervise Allotments for the benefit of the Members of the organisation in accordance with the Parish Council's Handbook and Tenancy agreement.
- To provide, by whatever means agreed by the Membership, support for the plot holders and opportunities for the public to learn about Allotments and their cultivation.
- To represent and promote the interests of plot holders.
- To promote a greater understanding of allotment gardening among the local community and beyond.
- To protect and promote the biodiversity, landscape value and amenity of the allotment site.
- To foster good relations with residential neighbours, and local statutory & non-statutory bodies.
- To practice good governance and follow participatory & non-discriminatory principles.
- To adhere to the Data Protection Act and all other acts and regulations relevant to unincorporated associations.

3. Membership

All tenants of Ambrosden Parish Council Allotments are deemed to be members of the Ambrosden Allotments Association, and must abide by the rules of the Tenancy Agreement and Handbook Membership will begin as soon as the tenancy agreement and first annual payment and deposit has been received.

There will be no membership fee. A list of all members will be kept by the membership secretary/parish clerk/allotments Chairman, adhering to GDPR regulations.

Ceasing to be a member

Members may resign at any time in writing to the secretary. Should an allotment holder resign from the association they will continue to be bound by the rules of the

association. Any member who ceases to be an allotment tenant is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Ambrosden Allotments Association will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of six members and be composed of 2 officers and 4 committee members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for two consecutive meetings will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of Ambrosden Allotments Association wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held in September 2020 and thereafter by the 30th September annually.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time. Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 30% of the membership or 3 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of Ambrosden Allotments Association over the year.
- The Committee will present the accounts of Ambrosden Allotments Association for the previous year, as provided by Ambrosden Parish Council clerk.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least three members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 30% of the membership or 3 members, whichever is the greater number.

6.3 Tenants Meetings

Tenants Meetings are open to all members and will be held at least 3 times annually or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a Tenants Meeting shall be 30% of the Committee membership or 3 Committee members, whichever is the greater number.

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7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of quorum present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

All site finances currently managed by Ambrosden Parish Council.

All money raised by or on behalf of Ambrosden Allotments Association is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Ambrosden Allotments Association on:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed