



Garscube Allotments Association

Constitution as agreed at the AGM on 09 May 2021

1. NAME

The Association shall be known as Garscube Allotment Association, hereafter "the Association"

2. THE OBJECTS OF THE ASSOCIATION SHALL BE

- a) To provide plots for the cultivation of Fruit, Vegetables, flowers and the keeping of bees.
- b) To respect the environment and promote a variety of wildlife and preserve the biodiversity of the site.
- c) In pursuit of these objectives the Association shall be non-political, non-racial, non-sectarian, non-sexist or homophobic.

3. MEMBERSHIP & FEES

- a) Membership shall be confined to persons of 18 years or over, who are resident within a reasonable travel distance of the plots. (10 Mile Radius)
- b) The due date for the payment of fees is normally at the AGM (Annual General Meeting) and for a period of 4 weeks thereafter, at the committee's discretion.
- c) Once a plot becomes Vacant, it cannot be held by the original plot holder for the benefit of another individual, it will automatically become vacant, and therefore available to the next person on the waiting list.
- d) It is permissible for a plot to be rented in the names of two eligible persons. The address registered by the secretary shall be the lead name, to whom communications will be sent, only the lead name is eligible to vote at the association meetings. However, both parties shall be responsible for upholding the constitution and rules and both shall be accountable for any breach of these.
- e) On departure of the lead name the other party shall be entitled to take the sole ownership of the plot unless the departure is due to an eviction in accordance with the rules of the Association

- f) The Annual membership fee for the forthcoming year shall be agreed by the members at the AGM; any proposed increase shall be notified to members at least 4 weeks prior to the AGM.
- g) The committee shall have the power to co-opt two additional members (who shall have no voting right).
- h) The committee shall maintain the associations' waiting lists, in a strict consecutive manner and employ an equal opportunities policy. An internal waiting list can be maintained for existing plotters to request a move and any vacant plots can be offered internally before any allocation to the external waiting list. The secretary may refuse to add a name to the waiting list if any adverse information is forthcoming about a candidate.
- i) Before taking ownership of a plot an individual must sign a lease agreement, thus agreeing to the rules of the association.

4. THE MANAGEMENT COMMITTEE

- a) Association members shall appoint a committee consisting of President, Secretary, and Treasurer and seven other members, for a period of 12 months.
- b) The Committee members and Office Bearers can stand for re-election after 12 months.
- c) The committee shall have the power to co-opt two additional members, (Who shall have no voting right)
- d) The committee shall have the right to appoint from its members a sub-committee and shall determine their powers and terms of reference.

5. MEETINGS

- a) The committee shall meet monthly during the growing season (April-Sept) or at the direction of the Office bearers.
- b) The Annual General Meeting shall be held in April each year, to which all members are invited and will be able to vote on matters put before them.
- c) An Extraordinary General Meeting can be convened in circumstances where the membership requires to be informed and/or take decisions on matters that have arisen unexpectedly. Four weeks' notice should typically be given; however, this may require to be shorter depending on the circumstances.

6. RULES & PROCEDURES AT MEETINGS

- a) All meetings shall be chaired by the president or by another Association member as agreed by those present.
- b) All votes shall be decided by a simple majority of the members present except the chairperson who cannot vote. However, In the event of a tie vote, the person chairing the meeting shall have the casting vote.
- c) The quorum for committee meetings is 5 elected members, for other meetings it is 10 members.
- d) In the event of any disputes about the conduct of a meeting, the decision of the person chairing the meeting shall be final.

7. FINANCE

- a) All monies raised by the committee shall be applied to the objectives of the Association only and no other purpose.
- b) The treasurer will be responsible for collecting fees, and no other committee member should handle funds unless agreed by the treasurer.
- c) No committee member shall be paid fees except out of pocket expenses for which they must provide a receipt to the treasurer for audit purposes.
- d) The Treasurer may hold a small cash float of no more than £200 for sundry expenses (for which receipts and accurate records must be kept), purchases of tools or large items of expenditure can be made by lifting cash from the association's bank account by two or more signatories to the account.
- e) The treasurer shall be responsible for keeping proper records of the accounts and shall pay all monies collected directly into the associations' bank accounts.
- f) The accounts shall be inspected annually before the AGM.
- g) The bookkeeping records will be made available for inspection by members on request.

8. DISSOLUTION

- a) If the committee, by a majority, decides at any time decide that it is necessary or advisable to dissolve the association, it shall call a meeting of all members of the association with no less than 4 weeks' notice, and shall state the terms of the resolution proposed.

- b) In the event of the association being wound up, the assets of the association, after payment of all proper outstanding accounts, shall be transferred to a suitable organisation with compatible objectives, as agreed at the winding up meeting.

9. ALTERATIONS OF THE CONSTITUTION

Proposals to alter the constitution can only be made as a resolution at an AGM or EGM and will have to be passed by a simple majority of the members present.