

Rules and Constitution of the Mawsley Allotment Association

Rules and Constitution

NAME, OBJECTS AND POWERS

- 1. Name.** The name of the association shall be the Mawsley 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 Chairman or Treasurer
- 3. Aim of the Association.** To assist all members in the pursuit of gardening as a recreation and promote health, education and community fellowship.
- 4. Objects**
 - a. To actively co-operate 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 our 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 the 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 the early months of tenancy

5. Powers

The Association will have full power to do all things necessary or expedient for the accomplishment of its objects. No sectarian or party political questions shall be introduced into any of its meetings 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.

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, purporting to be signed by or on behalf of the society, and in all bills, invoices, receipts and letters of credit of the association.

MEMBERSHIP

7 Members

The association shall consist of allotment and leisure gardeners within Mawsley or of such other persons as the committee may admit to membership.

8 Subscriptions

Members will be required to pay such annual subscriptions 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 12th 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) that members resignation
- c) the non-payment of the annual subscription thereof for a period of three months after it has become due
- d) the expulsion of a member under rule 10

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 society, provided that a notice specifying the conduct for which it is intended to expel, is sent to the member at the address entered in 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 should allocate the keeping of an alphabetical membership list updated annually to one of its members in which will be entered the following

- a) name, address, telephone number and other contact details 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.

COMMITTEE OF MANAGEMENT AND OFFICES

14 Committee of Management

The Committee of Management must be members of the Association and shall consist of the Chairman, Treasurer, Secretary and three 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 at which elected until the end of the next Annual General Meeting.

16 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.

17 President and Honorary Vice-Presidents

The Annual General Meeting may elect a President and/or Honorary Life President as may be required. These offices will be honorary and non-voting unless the office holder is a member with normal voting rights.

18 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.

19 Powers of 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 purpose of accomplishing its objectives.

20 Attendance

Any Committee of Management member who has failed to attend two meetings in any year for any reasons unacceptable to the Committee, will cease to be a committee member.

21 Removal from Committee

The Committee of Management 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 will be recorded in the minutes.

MEETINGS OF COMMITTEE MANAGEMENT

22 Frequency of Meetings

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

23 Quorum at Committee Meetings

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

24 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

25 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 it as a member. In the absence of the Chairman, an Acting Chairman elected at the Committee Meeting shall preside for that meeting.

FINANCE

26 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 suppliers 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 day paid, the duration of the membership fee e.g. to 31st December 200X and the name of the member. This receipt will be proof of membership.

27 Banking

The treasurer shall open a cheque book account with a bank or building society in the name of the Association. Payment by cheque shall require any of three authorised signatures Chairman, Secretary, Treasurer.

28 Annual Accounts Format

If no other activity is envisaged, then a simple income and expenditure account and 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.

29 Loans and Borrowing

Loans, borrowing or other credit arrangements require a specific decision at a Committee of Management meeting or General Meeting before any contractual transaction is entered into.

30 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 should be recorded in the minutes.

31 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.

32 Financial Advice

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

33 Presentation of Accounts for Audit

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

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

34 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.

35 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.

AUDITOR

36 Appointment of Auditor

The Honorary Auditor or Auditors shall be appointed at each Annual General Meeting and shall hold office until close of the following the Annual General Meeting.

37 Qualifications

The Auditor must not be an officer of the Association or a member of the Committee of Management but otherwise any person, member or not who has agreed to carry out the duty may be nominated and appointed year by year at the Annual General Meeting.

38 Mid-Term Vacancy

Where for any reason the Auditor(s) cease to hold the office the Committee of Management will appoint a replacement Auditor as soon as is practicable and record the action in the minutes.

AUDIT OF ACCOUNTS

39 Audit Procedure

The Auditor shall receive the draft accounts, payments, receipt files, bank statements and bank book from the Treasurer by the second Monday in January each year, and will examine them and agree final accounts as an accurate and fair record based on the documents of the Association's financial transactions for the year.

40 Tax Liability

The Association is liable to corporation tax on any investment interest accruing during the year and these matters must be addressed with VAT inspectors by the Treasurer and Auditor.

41 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 or other than the Treasurer and Auditor. The Auditor may raise at the Annual General Meeting any financial matters which require the attention of the Association.

42 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 two weeks of the request.

GENERAL MEETINGS

43 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 the accounts is completed as is convenient.

44 Special General Meeting

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

45 Notice of General Meeting

At least seven 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 at such meetings.

46 Agenda Items

Agenda items must be notified in writing to the secretary 14 days prior to the meeting

47 Notices of Motions

Notices of motions must be notified in writing to the Secretary 14 days prior to the meeting signed by the proposer(s) and seconder(s).

48 Changes in Rules

Changes in rules must be notified in writing to the Secretary 14 days prior to the meeting signed by the proposer(s) and seconder(s).

49 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.

50 Presiding Officer at General Meetings

At all General Meetings a Chairman elected at the meeting shall preside

51 Quorum at General Meetings

A Quorum at General Meetings shall consist of five members or 25 per cent of membership whichever is the larger.

52 Discussions at Meetings

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

DISSOLUTION OF THE ASSOCIATION

53 Dissolution

The Association may at any time be dissolved by a 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 headquarters office and held against any reformation of a successor association)

COPIES OF RULES

54 Copies of Rules

A copy of the rules of the Association shall be delivered free by the secretary to every member on joining and on demand subject to a payment of s Sum not to exceed 50p.

AMENDMENTS OF RULES

55 Mode for Amending Rules

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