



WESTERN WARDS ALLOTMENT ASSOCIATION

CONSTITUTION (September 2014)

1. NAME -

1.1 The Name of the Association shall be:-

WESTERN WARDS ALLOTMENT ASSOCIATION

2. OBJECTS – The objects of the Association shall be:-

- 2.1 To promote the interests of the Allotment Tenants and to take joint action for the benefit of Members.
- 2.2 To co-operate with any Committee set up by the Government, Local Authority and other responsible bodies, to further the interest of Allotment Holders.
- 2.3 To co-operate with any Committee set up by Central Government, Local Authority, national or district body having as their objective the legislation in the use of fertilisers, seeds and weed and pest control chemicals, keeping Association members informed of relevant items of interest.
- 2.4 To ascertain the requirements and to arrange the distribution of seeds, fertilisers, potatoes, etc. and to collect and bank any monies due in connection therewith.
- 2.5 To conduct negotiations in respect of land.
- 2.6 To take such steps as may be required by the Local Authority, or other responsible body, for the good cultivation and management of Allotments.
- 2.7 To take all reasonable steps to protect Members property from damage, trespass and theft wherever practical.

3. MEMBERS –

- 3.1 The Association shall consist of all Tenants, together with non-allotment holders, who pay in advance an Annual Subscription as may be determined at an AGM.
- 3.2 Non-Allotment holders (Associate Members) pay an Annual subscription primarily to enable them to purchase goods etc. at the Trading Hut, and may attend an AGM, but are not entitled to vote. The Annual Subscription payable by Associate Members is renewable on 1st January.
- 3.3 The Association reserves the right to refuse membership if the Committee deems that such a course of action is in the best interests of the Association. This refusal shall also extend to persons evicted from other sites.
- 3.4 The number of Rod each Tenant(s) may occupy is subject to the demand of the Waiting List. This Rule shall be waived where the Tenant has occupied a Plot, or Plots, continuously prior to 2005.
- 3.5 Every new Tenant shall be provided with a copy of the Tenancy Agreement and Rules which are an abridged version of this Constitution.

4. RENTS –

- 4.1 Every Tenant shall pay an Annual Rent as may be determined by Fareham Borough Council, or other responsible body.
- 4.2 The Annual Rent and Subscription at Hunts Pond Road, Warsash, Sarisbury Green and Lodge Road Sites shall be payable in advance by **1st.October**.
- 4.3 Posbrook(North Glebe) Tenants shall pay the Annual Rent and Subscription in advance by **25th.March** each year.

5. ARREARS –

- 5.1 Any Member who is forty (40) days in arrears with their Rent and Member Subscription shall be held to have ceased to be a Member, unless there are special extenuating circumstances.
- 5.2 Such Tenant(s) shall be notified in writing of their cessation and instructed to remove any personal property from the Allotment. Property not so removed may be disposed of at the discretion of the Site Manager.

6. OFFICERS –

- 6.1 The Officers shall be the Chairman, Treasurer, Secretary, Trading Secretary and Auditor who shall, with the exception of the Auditor, be members of the Committee by virtue of their office.

7. COMMITTEE –

- 7.1 The affairs of the Association shall be conducted by a Committee of Management of not less than 8 Members.
- 7.2 There shall be a minimum of one Site Manager for each Site managed by the Association. Where there is more than one Site Manager on any Site, a Lead Site Manager may be appointed.
- 7.3 Committee Meetings shall be held bi-monthly commencing January unless extenuating circumstances prevail.
- 7.4 Unless otherwise determined a quorum at Committee Meetings shall be not less than fifty percent of Committee Members plus one.
- 7.5 Casual vacancies may be filled, if/when required, and the Member(s) so appointed shall hold the position until the next Annual General Meeting.

8. ELECTION TO COMMITTEE

- 8.1 The Officers, as defined under Rule 6, and other Committee Members shall retire at the Annual General Meeting, but be eligible for re-election.
- 8.2 Any Committee Member, including Officers, who intend to resign shall, as soon as possible, convey their intention at the earliest time to enable potential candidates to submit a Nomination.
- 8.3 A Tenant Member wishing to apply for any position on the Committee shall submit a Nomination paper together with details of Proposer and Seconder who shall also be Tenant Members. Nominations should be sent to the Secretary by the date stated on the Notice of the AGM circulated with the Rent Renewals. This will enable their intention to be included on

the Agenda of the Annual General Meeting at which they intend to stand for election. Nominations received after that date may not be accepted.

- 8.4 Members applying to be elected as at 8.3 shall attend the Annual General Meeting, together with their Proposer and Seconder, unless extenuating circumstances prevail. Candidates may present a written resume not exceeding 150 words to promote their nomination which shall be available to Members at the Annual General Meeting prior to any election. Failure to attend may result in their Nomination being null and void. Candidates may also be requested to attend a Committee Meeting prior to the AGM.

9. GENERAL MEETINGS –

- 9.1 The Annual General Meeting shall be held each November, at which Reports from the Chairman, Treasurer, and Secretary shall be submitted.
- 9.2 Audited Accounts shall be submitted and approved at the AGM.
- 9.3 Proposals shall be submitted to elect the Officers and Committee for the ensuing year.
- 9.4 Other General Meetings may be held at such times as the Committee or a General Meeting shall determine.
- 9.5 At all Annual and General Meetings, 10 Members shall form a quorum, and in the case of equal voting the Chairman shall have a casting vote.
- 9.6 Special General Meetings shall be called on the requisition in writing of at least 10 Members, stating the reason for such Meeting.

10. DISCUSSIONS AT MEETINGS –

- 10.1 No Party political or sectarian discussions shall be raised or resolutions proposed, either at any Committee or General Meetings of the Association.

11. FUNDS –

- 11.1 The Committee shall open Bank Accounts in the name of the Association with such Bank as the Committee may decide.
- 11.2 There shall be separate Accounts, denoted 'General' covering all the Allotment Sites and 'Produce' for the Trading Hut.
- 11.3 The 'Produce' Account may also be used for expenditure in relation to the Posbrook Allotment Site.
- 11.4 All monies received from any source on behalf of the Association shall be paid into such Accounts via the Treasurer, Trading Secretary, or other authorised person.
- 11.5 Expense Cheques shall be signed by any two of the Treasurer, Chairman and Trading Secretary.
- 11.6 To cover small cash payments, Petty Cash cheques not exceeding £15 may be drawn by the Treasurer or Trading Secretary.
- 11.7 Each Site shall be permitted an Annual sum to cover general maintenance, repairs and sundry items. The amount permitted is dependent on the total number of Plots per Allotment and may be reviewed annually.
- 11.8 Purchase of major equipment, including Site maintenance and repairs, up to the sum of £2000 per project per Annum shall be approved by the Committee.

- 11.9 Capital Expenditure exceeding £2000 per Annum shall be submitted by the Committee to the AGM for approval, stating the reason for such expenditure.

12. AUDIT –

- 12.1 There shall be appointed one Auditor, who is not a member of the Committee, to audit the Accounts and submit their report to the Annual General Meeting.

13. OFFENCES –

- 13.1 The Committee may terminate the membership of a Member whose conduct, including verbal abuse, is proved to their satisfaction to be detrimental to the interests of other Members.
- 13.2 Any charge against a Member shall be communicated in writing.
- 13.3 A Member appealing against a decision made by the Committee shall communicate that appeal in writing.
- 13.4 In the event the Committee reject the appeal, it may be submitted to a Special General Meeting on the requisition in writing of a minimum 10 Members.

14. CONVERSION, DISSOLUTION, ETC. –

- 14.1 The Association may be converted into a Registered Society, or be dissolved, by a Special General Meeting.
- 14.2 Minor Amendments to this Constitution and/or Rules may be incorporated by the Committee and approved at the following Annual General Meeting.
- 14.3 Major Amendments to this Constitution and/or Rules may be instituted by the Committee and subsequently approved at the AGM or by a Special General Meeting.
- 14.4 In the event of 14.1 and/or 14.3 a minimum of fourteen (14) days notice shall be given and the objects for which the Special General Meeting is called shall be stated on the notice convening the Meeting.

15. HONORARIUMS –

- 15.1 Honorariums shall be considered at the Annual General Meeting, to the Chairman, Secretary, Treasurer, Trading Secretary, Equipment Manager(s) and Site Managers for the previous years service.
- 15.2 The potential recipients shall retire from the Meeting whilst the Honorariums are considered, approved, and the result conveyed to them on their return.

16. MATTERS NOT PROVIDED FOR –

- 16.1 Any matters not provided for in this Constitution shall be dealt with by the Committee at their discretion.