



CONSTITUTION AND RULES

of the

Kings Chase Allotment Association

Affiliated to

**Romsey Town Council,
Town Hall
1 Market Place,
Romsey,
Hampshire
SO51 8YZ**

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RULES AND CONSTITUTION

NAME, OBJECTS AND POWERS

1. Name

The name of the Allotment Association shall be **Kings Chase Allotments**

2. Official Communications

Shall normally be received and signed on behalf of the Allotment Association by the Secretary or in the absence of the Secretary by the Chairman or Treasurer.

3. Aim of Allotment Association

To assist all members in the pursuit of allotment gardening as a recreation and promote health, education and community fellowship for the benefit of local people.

4. Objects

- (a) To promote the interests of all members in their allotment gardening activities, including co-operating with other allotment associations in matters of mutual interest.
- (b) To engage with Romsey Town Council (the landlord) on all matters relating to the allotment gardens such as maintenance and improvement of the site, report on nonactive plots/tenants, concerns of allotment holders.
- (c) Promote the health and wellbeing of the local community by making Allotment plots available to all regardless of ages, ability, ethnic origin, gender or sexual orientation.
- (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 early months of tenancy.

5. Powers

The Allotment Association shall 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 meeting and no action of the Allotment Association 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 Allotment Association, notices, advertisements, and other official publications of the Allotment Association and payments, cheques, and orders for money or goods, purporting to be signed by or on behalf of the Allotment Association, and in all bills, invoices, receipts and letters of credit of the Allotment Association. The name of the Allotment Association may only be used with the consent of the Committee.

MEMBERSHIP

7. Members

The Allotment Association shall consist of Allotment & Leisure Gardeners who reside within the boundaries of the parish of Romsey Town Council or of such other persons as the committee may admit to membership. Members must be aged 18 or over. Membership cannot be transferred to someone else.

8. Subscriptions

Members will be required to pay such annual subscription as may be determined by the Annual General Meeting as part of the Town Council representatives report and be included in the agenda convening the meeting. Members joining part way through a financial year will pay one twelfth 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) The member's resignation
- (c) The non payment of the annual subscription thereof for a period of 2 months after 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 Allotment Association, 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 shall allocate the keeping of an alphabetical membership list updated annually to one of its members in which shall be entered the following:

- (a) Name, address, email and telephone number 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.

Member details shall be held and processed in line with Romsey Town Council's Data Protection Policy.

GOVERNANCE AND DAY TO DAY MANAGEMENT

- 12. Governance of the Allotment Association shall be vested in the General Meetings
- 13. Day to Day Management is delegated to the Committee

COMMITTEE OF MANAGEMENT AND OFFICERS

14. Committee of Management

The Committee of Management must be members of the Allotment Association and shall consist of a Chairman, Secretary, Membership Secretary and 4 Committee Members or such number as may be determined at a General Meeting. The committee will also include one representative from the Town Council, namely a Romsey Town Councillor. The roles of members of the Allotment Association Committee will be determined by the Committee at the first meeting following the AGM, this includes the role of Chair and officers.

15. Election

The Committee of Management will be elected from members of the Allotment 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. One member per allotment plot is permitted to stand on the Committee of Management. Candidates for the Committee of Management must submit their application to the Secretary at least seven days before the Annual General Meeting. If the number of applicants for the Committee of Management exceeds the available positions, the selection will be determined by a vote at the 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. 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.

18. Powers of Committee

The Committee of Management shall have full power to supervise and manage the day to day work of the Allotment Association according to the rules for the purpose of accomplishing its objectives. No individual member of the Management Committee has the authority to make decisions affecting the day-to-day operations of the Allotment Association without the collective consent of the Committee of Management.

19. Attendances

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.

20. 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 their point of view. If required the vote may be a secret vote but the voting numbers will be recorded in the minutes. This does not apply to the representative from Romsey Town Council.

MEETINGS OF COMMITTEE MANAGEMENT

21. Frequency of meetings

The Committee of Management will meet 5 times per year or more frequently if required by decision of the Committee.

22. Quorum at Committee Meetings

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

23. **Emergency Actions**

The Chairman and/either the Secretary or Membership Secretary 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.

24. **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 their vote as a member. In the absence of the Chairman, an acting Chairman elected at the committee meeting shall preside for that meeting.

FINANCE

25. **Financial Records**

The Town Council will keep in date order a record of all income and expenditure related to Allotment Association's financial transactions and all expenditure must be supported by a supplier's receipt or appropriate voucher which shows the date of expenditure, the total amount and the purpose for which payment was made.

26. **Banking**

All banking will be carried out through Romsey Town Council and the bank account of Romsey Town Council.

27. **Annual Accounts Format**

Romsey Town Council will share the Income and Expenditure account and balance sheet relating to the Allotment with the Committee of Management for the Allotment Association. The Committee of Management may request to see a copy of the income and expenditure at any time. The format of the accounts will be determined by Romsey Town Council. A summary of the accounts will be presented to members at the Annual General Meeting.

28. **Loans & Borrowing**

Loans, borrowing or other credit arrangements will require a specific decision at a meeting of Romsey Town Council's Buildings and Community Committee. This will then need to be ratified at a Full Council Meeting.

29. **Reports to Committee**

A finance report shall be made at each meeting detailing income and expenditure and liabilities up to the Friday before the meeting, and make available at the meeting the most recent income and expenditure account.

30. **Special Expenditure**

When special projects outside the reserve fund are considered, a they will be costed as accurately as possible, and the representative Councillor from Romsey Town Council will advise the Committee on potential funding options

31. **Financial Advice**

Where the Allotment Association requires financial advice outside the normal experience, the committee of management shall seek advise from Romsey Town Council.

32. **Membership Fee**

The representative Councillor from Romsey Town Council shall advise the Annual General Meeting of any changes required in the membership fee for the following financial year. Romsey Town Council determine the membership fee.

GENERAL MEETINGS

33. **Annual General Meetings**

The Annual General Meetings shall be held at such times as the Committee of Management determine.

34. **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 5 members is delivered to the Secretary. A Special General Meeting shall be convened by Committee of Management within 4 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

35. **Notice of General Meeting**

At least twenty one days notice in writing to be given of every General Meeting, stating the business to be transacted at such meeting (see appendix - Sample Annual General Meeting Agenda). The notice shall be sent to every member entered in the list of members and no other business than that stated in the notice shall be transacted at such meeting.

36. **Agenda Items**

Agenda items must be notified in writing to the Secretary 14 days prior to the meeting. See notes appended.

37. **Notices of Motions**

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

38. **Changes in Rules**

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

39. **Voting at General Meetings**

Every member present at a General Meeting and not otherwise disqualified shall have one vote per allotment plot 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.

40. **Presiding Officer at General Meetings**

At all General Meetings a chairman elected at the meeting shall preside.

41. **Quorum at General Meetings**

A quorum at General Meetings shall consist of five members or 25% of membership whichever is the greater.

42. **Discussions at Meetings**

No Party political or sectarian issue shall be raised or discussed at General Meetings. Meetings are limited to matters concerning the allotment only.

DISPUTES

43. **Disputes**

In case any dispute arises between the Allotment Association or any of its officers and any member or persons claiming on behalf of a member or under the Rules, or in case of any complaint against any member, application may be made to the Committee of Management for redress, and should the Committee not bring the parties to agreement, the matter in dispute may be submitted to the Chief Officer of Romsey Town Council for resolution.

Should the dispute not be resolved by the Chief Officer, the case shall be presented to the Romsey Town Councillors of the Buildings and Communities Committee who will act as arbitrators for the case. The decision of the Buildings and Communities Committee shall be final. In this rule the word 'Member' includes any person aggrieved who has for not more than 6 months ceased to be a member. Should the Buildings and Communities Committee of Romsey Town Council be renamed the replacement committee will act in the same capacity.

COPIES OF RULES

44. **Copies of Rules**

A copy of the rules of the Allotment Association shall be delivered free by the Secretary to every member on joining and on demand via request to the Membership Secretary. The Committee of Management shall provide the Membership Secretary with sufficient copies of the said Rules for this purpose.

AMENDMENTS OF RULES

45. **Mode for Amending Rules**

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

APPENDICES
SAMPLE - ANNUAL GENERAL MEETING AGENDA

The Annual General Meeting of _____ Allotment Association will be held at _____(time) on _____(Date 21 days notice) in _____(venue) to which all members are invited to attend and discuss the business set out in the Agenda.

Date _____ Secretary _____

AGENDA (Sample)

1. Election of Chairman (subject to quorum)
2. Apologies
3. Minutes of previous General Meeting
4. Chairman's report
5. Statement of accounts
6. Town Council representative observation/ report
7. Matters raised by members requesting inclusion on the agenda (submitted in writing 14 days before meeting)
8. Notice of Motions (submitted in writing 14 days before meeting)
9. Election of Committee of Management members
10. Changes in rules (submitted in writing 14 days before meeting and set out in full in agenda)
11. Date, time and place of next Annual General Meeting

SAMPLE - COMMITTEE OF MANAGEMENT AGENDA

You are invited to a meeting of Committee of Management at _____(time) on _____(date) at _____(venue)

Date Secretary

AGENDA (Sample)

- 1 Apologies
2. Approve the minutes of previous meetings as an accurate record of proceedings.
3. Matters arising not otherwise covered by the agenda
4. Correspondence
5. Vacancies, renewals and terminations
6. Site report - to consider any matters relating to maintenance and management of site and agree action to be taken and by whom
7. Waiting list update
8. Any other business
9. Date, time and place of next meeting