

The Constitution of Pine Street Allotments Association



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1. Name:

Pine Street Allotment Association (The Association)

2. Aims and Objectives

- To promote the interests of all members in their gardening activities, including co-operating with gardening associations in matters of mutual interest.
- To conduct negotiations with the Local Authority on all matters relating to the Allotment.
- Where ever reasonably possible take action to protect members and their plots against damage, trespass and theft.
- Where ever reasonably possible to secure the site from vandals, dog fouling and other anti-social activities.
- It is the plot holder's responsibility to report any damage directly to the police and obtain a crime number.

3. Membership.

The Association shall consist of such persons whose applications for membership have an allotment and are approved by the General Committee and are fully paid up members.

4. Termination of Membership.

A member shall cease to be a member upon the following:-

- (a) The Members Death.
- (b) The Members resignation in writing (no refund of Subscription or Deposit will be given unless in extenuating circumstances agreed by the General Committee).

- (c) Non Payment of any or all of the Rent 21 days after the date set for payment by the *General Committee* (which will usually be 21 February ever year).
- (d) The *General Committee* shall have the right for good and sufficient reason, which includes conduct discreditable and annoying to other members on the Allotment to terminate membership of any member provided that the member shall be informed of the reason and have the right to respond. Written warning of such reason will be given by the *Secretary* in the first instance and if the reason persists a written second warning will be given by the *Secretary* asking the member to remedy the situation by a stated date, and thereafter a final notice will be sent to the member informing them to vacate the Allotment Site and remove all tools, crops and belongings by a stated date. No refund of subscription or deposit will be given unless extenuating circumstances agreed by the *Committee*.
- (e) The Failure to maintain and look after Plot Holders Allotment.

5. Subscriptions/Deposits.

Members shall pay on entry to the Association such deposit as shall be agreed from time to time by the *General Committee*. Such deposit will be returned to the member upon ceasing membership provided the member's allotment plot is left in good order and condition in accordance with the *Tenancy Agreement* and cleared of all crops, tools, rubbish and is weed free.

6. General Committee.

The Policy and *General Management* of the affairs of the Association shall be conducted by a *General Committee*, which shall meet periodically as required.

The *General Committee* (The *Committee*) shall consist of the *Honorary Officers* elected under clause 7 and 5 representatives of individual members elected by and at the *Annual General Meeting*. Four of these officers and members shall be selected as *Trustees*.

The Committee shall retire at The Annual General Meeting and be eligible for re-election.

The election will be by nomination by members on nomination sheets provided to members (four 4) weeks prior to the Annual General Meeting and returned properly completed and seconded to the Secretary (One 1) week prior to the A.G.M.

In addition, the Committee may co-opt further members, who shall be paid up members of the Association and are not to exceed one third of the total Allotment Membership of the Committee as defined above.

If vacancies occur among its paid up members, the Committee shall have the power to fill these from within the members of the Association and who shall hold office until the next Annual General Meeting.

A member of the Committee maybe removed from office at any time if in the opinion of the Committee that person is failing to carry out his/her duties appropriate to his/her appointment.

In this event a special General Meeting will be called to deal with the matter.

7. Honorary Officers.

The Annual General Meeting shall elect the following Honorary Officers of the Association from amongst those eligible for election to the Committee.

A Chair, a Secretary and a Treasurer.

The Honorary Officers shall serve in their respective capacities as officers of the Committee until the following Annual General Meeting.

Retiring Officers shall be eligible for re-election.

In the event of a vacancy occurring among the Honorary Officers, the Committee shall have the power to fill such a vacancy from its' own paid up members or those of the Association and who shall hold office until the next A.G.M.

8. Annual General Meeting.

The Annual General Meeting will be held yearly in the months of September/October. The Date, Time and Location will be displayed on the Allotment Notice boards. The Agenda of the meeting will be to receive the Annual Report from the Secretary, and the audited and independently examined statements of Accounts from the Treasurer, to elect the Honorary Officers, to elect representatives to form the remainder of the Committee Members, to appoint an Independent Auditor/Examiner and whenever necessary, proposals to amend this Constitution and any other business of which due notice has been received.

9. Special General Meeting.

The Chair of The Association or The Site Secretary may at any time at their discretion upon giving (seven 7) days notice, and shall within (twenty one 21) days of receiving a written request to do so, signed by not less than (twenty 20) members having the power to vote and giving reasons for the request, call a Special General Meeting of the Association for the purposes or considering any matter.

10. Rules and Procedures.

Voting:- All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote there at. Only paid up members are eligible to vote. No member shall exercise more than (One 1) vote, but in the case of an equality of votes The Chair shall have a Second and Casting vote.

Quorum:- Four members shall form a Quorum at meetings of the General Committee. Eight (8) Members shall form a Quorum at the Annual General Meetings and Special General Meetings of the Association.

Minutes:- A Minute Book shall be kept by The Secretary or in his absence a nominated member of the Committee shall record all proceedings and resolutions.

11. Finance.

The Treasurer shall keep proper account of the Associations Finances and shall open a Bank Account in the name of the Association.

All money received from any source on behalf of the association shall be paid into such Account, cheques shall be signed by two (2) out of three (3) signatures.

The Accounts shall be audited or independently examined at least once a year by Auditors/Independent Examiners who are not members of the Association.

12. Grievance.

Any member who has a grievance about any subject appertaining to the Allotment/Association shall submit such in writing to the Committee for consideration.

13. Affiliations/Competitions.

The Association shall have the option to be affiliated to the Harrogate and District Allotments and Garden Council.

Association Competitions - The Committee shall have the right to change the rules of any of the Allotments Competitions from year to year for the good of the members and healthy rivalry.

14. Firearms are not allowed on the Allotment Site this includes Crossbows, Catapults and Air Pistols/Rifles.

15 Dissolution

In the event of the association winding up any assets remaining shall go to creditors. Any further assets after this shall go to another group/association with similar aims.

Amended on the 7/5/2023

Irene Meredith
Secretary