

March 2009.

THE **Cropwell Bishop** ALLOTMENTS ASSOCIATION

**Fern Road, Cropwell Bishop, Nottinghamshire.**

AFFILIATED to the NSALG Ltd.

## ARTICLES OF CONSTITUTION & RULES OF THE ASSOCIATION

1. The name of the Association is -

THE **Cropwell Bishop** ALLOTMENTS ASSOCIATION

and the principal aim of the Association is to properly manage the site at **Fern Road, Cropwell Bishop, Nottinghamshire** for the benefit of all , irrespective of their Race, Colour, Creed, Religion, Gender or Ability.

2. The Association was founded as and continues to be a non-profit making organisation. Any surplus money shall be used solely to benefit the Members and local Community. No Member shall be entitled to any personal financial gain arising from his/her membership. To create and promote allotments on the above site. To encourage the proper cultivation of plots by Members.

3. The name of the Association shall be prominently displayed at the site gate and shall be mentioned in all correspondence, notices. invoices, advertisements and the like.

4. To arrange or join in with others in the holding of meetings, classes, demonstrations and seminars to encourage further the interest of Allotment and Leisure Gardening amongst both its Members and the Local Community as a local community learning service.

### **Honorary Officers, Trustees and Management Committee.**

1. The Association shall have four trustees. Appointed by the Management Committee.
2. The Association shall have the following elected Honorary Officers: Chairman; Secretary; Assistant Secretary, Treasurer; President and Vice President, and six Committee Members, (or some other number as may be determined by a resolution at an A.G.M.).
3. The Management Committee shall consist of the Chairman, Secretary, Assistant Secretary, Treasurer and the Committee Members, plus any other Members co-opted to serve, at the request of the Chairman and Committee.

4. Officers of the Association and Committee Members shall be elected by members at the Annual General Meeting.
5. An Extraordinary General Meeting may be called by 50% of voting members. A request for such a meeting, 21 days notice must be given in writing to the Secretary or Assistant Secretary.
6. The Chairman, Secretary, Assistant Secretary, Treasurer shall be elected for a period of five years and elections for these posts shall be rotated so that the Chairman is elected at the AGM of year 1, the Secretary at year 2 and the Treasurer by year 3. The Assistance Secretary by year 4.
7. Nominations for any Officer position must be made in writing to the Secretary 21 days prior to the A.G.M. All nominations must be properly proposed and seconded and the nominee must sign that they are willing to stand. Proposal forms can be obtained from the Secretary.
8. Committee Members shall be elected at each AGM for a period of one year or until the following AGM.
9. Duties of the elected Officers shall be determined by the Management Committee if not defined by these rules.
10. Any elected Officer or Committee Member may be removed from office at any time by a resolution of 75% of voting members present at any Extraordinary General Meeting called for that purpose and any vacancy may be filled at that meeting.

## **DUTIES OF THE TRUSTEES AND ASSOCIATION'S OFFICERS**

1. **Trustees.** Will have an overall responsibility for the site. In conjunction with the Management Committee will on behalf of the Association negotiate appropriate leases and dues, perimeter security, roadway maintenance and the like with the landlords.
2. The Trustees shall act as arbitrators in disputes between Members on matters concerning allotments. Relating to Tenancy of plots.
3. The **Honorary Chairman** shall chair all General and Extraordinary Meetings of Members and of the Management Committee.
4. The **Chairman** will assist in the determination of policies to benefit Members and lead Association Officers and Members in any meetings with outside bodies.
5. The **Honorary Secretary** or Assistant Secretary, shall convene all meetings of the Committee and Members, take minutes of all A.G.M. and Management Committee Meetings and make these available on request, to any Member.

6. The Secretary will conduct correspondence, telephone and other communications on behalf of the Association and the Management Committee and shall represent the Association at external meetings related to these matters.
7. Register of Members allocated plots, home addresses, waiting lists etc. will be created and maintained by the Secretary, who will be responsible for Notices to Quit and of Allocation, at the direction of the Management Committee. In compliance with Allotment Statutory Law / Local Council Law.
8. The **Honorary Treasurer** shall be responsible for all accounts of income and expenditure and investments of the Association, all payments, invoices, cash collection and banking related to these accounts.
9. Balance sheets of income and expenditure during the previous year will be prepared by the Treasurer and presented, after auditing, to the Annual General Meeting of the Association and interim financial reports at the request of the Management Committee.
10. In conjunction with the Secretary, the Treasurer shall be responsible for the collection of annual rents from all Members and the payment to the overall landlord, **Cropwell Bishop Parish** Council, of relevant dues for the allotment site.
11. Signatory to the account shall be any two of Chairman, Secretary, Treasurer and Ass. Secretary.

## **THE MANAGEMENT COMMITTEE**

1. The Management Committee shall have full powers to conduct the business of the Association according to its rules and constitution to accomplish the objectives of the Association.
2. Unless otherwise determined by a Annual General Meeting, a Quorum at a meeting of the Management Committee shall consist of four elected members. Two of which must be Officers of the Association.
3. Committee meetings to be held at quarterly intervals or as proscribed by a resolution at a Annual General Meeting.
4. A Special Meeting of the Committee may be held at the request of at least four Committee Members. One of which must be an Officer of the Association and 7 days notice given to the Secretary.
5. At all meetings of the Management Committee, every question shall be decided by a majority of votes and if equal the Chairman of that meeting shall have the casting vote.

## **MEMBERS RULES**

1. A person shall be deemed a Member of the Association if he/she has been

allocated a numbered allotment plot and has agreed to abide by the rules of the Members/Association.

2. On acceptance as a plot holder, a member will be issued against a deposit with a key or maximum 2 keys to the entrance gate. This key/keys remain the property of the Association and must be returned to an Officer of the Association at termination of the tenancy.
3. Only Members listed as plot holders may vote at any convened meeting of the Association and there shall be only one vote per Member, irrespective of the number of plots held. The President and Vice President shall be Voting Members.
4. All Members shall pay the agreed annual (or part year) plot rental (including subscription to the National Society of Allotment and Leisure Gardeners Limited) on demand or in October of each year. If payment in full is not made by 30th November of that year, THERE WILL BE A 20% SURCHARGE IMPOSED.
5. Written requests including plans must be made to the Management Committee for permission to erect permanent or temporary buildings, sheds, greenhouses, poly tunnels and the like before work is commenced.
6. Members will keep their plots clean, free from weeds, well-cultivated and in a good state of fertility. Pathways therein and adjacent pathways to other plots should be kept as weed free as possible, internal hedges and ditches should be kept neat and clear of obstacles etc. by the plot holder.
7. Members should not cause nuisance or annoyance to any other Member, to local householders or any member of the public by encroaching upon another plot, by obstruction, lighting bonfires outside designated times, by noise, or by dogs and children not under control and by similar behaviour.
8. Animals, livestock, fowls and the like must not be kept on a Members plot, except as under clause 12 of Allotments acts 1950.
9. All Members will observe and abide by the rules of the Management Committee regarding the use of communal water supplies.
10. All Members and Visitors cars must be parked on the official designated area car park, or a Member must make provision on his / her own plot. ( parking on the sites main avenues is PROHIBITED).
11. Members shall use the allocated plot as an allotment garden only and not for commercial use or any other purpose.
12. Change of address, telephone number must be notified to the Secretary as soon as possible, as should sickness or any other reason for not keeping the plot clean. Failure to do so may invalidate the tenancy.
13. Members will observe and carry out any special conditions that the

Management committee may, from time to time, consider necessary for the well-being of the site as a whole or of individual plots.

14. Members must not undertake to sub-let, assign or part with the possession of an allocated plot or part of that plot without the written permission of the Management Committee. Action of this type will lead to a Notice to Quit being issued.
15. On relinquishing an allocated plot, that plot will be re-allocated to a person on any waiting list or to another Member at the discretion of the Management Committee. Members will not assume the right to nominate another person as successor to that plot.
16. Members must give three months notice in writing to the Secretary of intention to relinquish the tenancy of a plot, or give three months rent in lieu.
17. In the event of death or incapacitating illness of a Member a representative of his her family may make a claim on any interest the Member may have had in the Association.
18. DISSOLUTION. Should the Committee decide for any reason to recommend to dissolve the Association, then an open EXTRAORDINARY GENERAL MEETING of all fully paid up Members will be held to debate the matter fully before a resolution is put before the Members. The meeting will make the final decision.

Any properties belonging to **Cropwell Bishop Parish** Council will be returned to the Council All other property and remaining money will go to a Charity to be decided by an A.G.M. and not to any individual member / members

19. NOTICE to QUIT. Notice to quit may be served in the event of the following:
  - i. Failure to pay the agreed rent by the stated date. (as in rule 4).
  - ii. Failure to cultivate the plot to a standard as agreed in rule 6 Members rule.
  - iii. Assigning a plot or part of a plot without agreement of the Committee (rule 14)
  - iv. For damage/theft from another plot holder or the Association and its property.
  - v. Violation of rule 9, of the Members Rules.
20. KEYS. Issue of key to members upon receipt of a deposit. The gate keys are the property of the **Cropwell Bishop** Allotment Association and must be returned to an officer of the Association at the termination of the tenancy.

## **ANY MATTERS NOT PROVIDED FOR**

Any matters not provided for in this Constitution shall be dealt with by the Management Committee at their discretion and shall be reported at the next General Meeting of the Association.