

Shepperton Allotment Association

Constitution (revised 2017)

- 1. NAME:** The name of the association shall be *Shepperton Allotment Association*
- 2. OBJECTS:** The objects of the association shall be:
 - (i) To manage the allotment site, to promote the interest of all members in gardening activities and to take part in joint action for the benefit of members.
 - (ii) To conduct negotiations with the local authority with regard to rents, management agreements or leases, maintenance and any other matters affecting the site.
 - (iii) To take action to protect members against damage, trespass and theft.
 - (iv) To co-operate with other organisations in matters of mutual interest.
 - (v) To protect and maintain the site as allotments for posterity.
- 3. MEMBERSHIP:** The Association shall consist of all plotholders who have duly paid their annual charges. Honorary Membership shall be open to any plotholder who has given up his/her plot, having held it for a minimum of 5 years. Honorary members will be able to participate in the Associations activities, but not be able to vote or stand for election. Applications for Hon Membership should be made to the chairman or secretary and determined by the committee.
- 4. SUBSCRIPTION:** The annual payment shall include membership of the association, charges for services provided, and membership of the *National Society of Allotment and Leisure Gardeners* by group affiliation.
- 5. ARREARS:** Notice of the annual charges will be sent by email, or by post, to the address given to us by each member. Any member who has not paid within 5 weeks of the said mailing shall be deemed to have ceased to be a member, unless formal explanation is given to the committee of extenuating circumstances.
- 6. OFFICERS:** The officers of the Association shall be a Chairman, a Secretary, a Treasurer and an Allotment Site Manager. They shall be elected at each Annual General Meeting. Retiring officers shall be eligible for re-election.

They shall be *ex-officio* members of the committee. The roles and responsibilities of the officers are set out in the attached annexe.
- 7. TRUSTEES:** The terms of the lease between Spelthorne Borough Council and the Association require the appointment of trustees. Four trustees, one of whom shall be the Chairman, will be nominated by the Committee to the Borough Council, and shall be endorsed by the next Annual General

Meeting. Trustees will be appointed for the duration of the lease (currently 7 years). In the event of the retirement of a trustee, the Committee shall appoint a successor, subject to confirmation at the next Annual General Meeting.

The Committee shall arrange insurance cover for the trustees against any liabilities, at a level determined by Spelthorne Borough Council, together with third party insurance for all involved with the site.

- 8. COMMITTEE:** The affairs of the Association shall be conducted by a committee of management of not less than two members, in addition to the four officers. The committee shall retire at the Annual General Meeting but shall be eligible for re-election. Casual vacancies shall be filled by the committee, and members so appointed shall hold office until the next Annual General Meeting. A quorum shall be four members. The Committee shall have the power to terminate the membership of any member who contravenes the terms of his/her tenancy agreement and fails to give satisfactory undertakings to improve.

9. GENERAL MEETINGS:

The Annual General Meeting shall be held at such time as the committee or General Meeting shall decide. Ten members shall form a quorum. At the meeting, the accounts and the Chairman's or Secretary's report shall be submitted, and the officers and committee for the ensuing year elected. An auditor shall be elected at the Annual General Meeting but shall not be a member of the committee. The auditor shall be eligible for re-election at the next Annual General Meeting.

Special General Meetings shall be called on requisition in writing to the secretary of at least ten members, or by the Committee.

10. BANK ACCOUNTS:

The committee shall open (a) banking account(s) in the name of the Association and all monies received from any source shall be paid into such accounts. Cheques shall be signed by either the Treasurer or Chairman.

11. RULES:

All members are required to observe rules and conditions laid down by the local authority and by the association.

12. NOTIFICATION:

Notices posted on the notice board shall be deemed to have the same effect as notices sent to individual members.

Roles and Responsibilities of the Management Committee

Management Committee

- Acts as the governing body of the Association
- Sets plot rents and charges
- Ensures Association meets its legal and financial responsibilities
- Agrees a development plan for the Association's activities

Chairperson

- co-ordinates the management of the Association for the benefit of members
- acts as the spokesman for the Association and deals with any issues of conflict
- represents the interests of the Association with the Council, our landlord
- plans and organises meetings of the management committee
- chairs all formal meetings
- arranges letting of allotment plots and issue tenancy agreements
- conducts plot inspections in conjunction with the Site Manager
- issues warning letters and termination notices to plot holders

Treasurer

- provides overall financial oversight of the Association
- manages bank accounts and presents financial statements at each committee meeting
- set up appropriate systems for bookkeeping, payments and petty cash
- ensures collection of all due plot rentals
- ensures required insurances are in place
- prepare accounts for audit and liaise with the auditor

Secretary

- supports the chair in the smooth running of the management committee
- issues agenda for management committee meetings and Annual General Meeting
- takes notes of meetings and circulates minutes
- receives and conducts routine correspondence on behalf of the Association
- acts as channel for communication with members via notice boards, newsletters and website
- maintains database of the Association's members

Allotment Site Manager

- co-ordinates site maintenance activities
- undertakes regular inspections of the site to ensure that site is well maintained, secure and that plot holders comply with their tenancy agreements
- notifies the Chairperson of tenancy breaches for warning notices to be sent
- arranges working parties to undertake site maintenance work
- gives advice to plot holders on upkeep and cultivation matters
- commissions maintenance work from contractors