

# **BATH & NORTH EAST SOMERSET ALLOTMENTS ASSOCIATION**

## **CONSTITUTION**

### **Name**

The Association shall be known as “Bath & North East Somerset Allotments Association”, hereinafter referred to as the Association.

### **Objectives**

The objectives of the Association are to :

- promote the establishment and use of land in the Bath & North East Somerset area as allotments and to conduct negotiations with the local authority and private landowners to that end
- promote the gardening interests of members and take action to protect members against damage, nuisance, trespass and theft
- obtain a supply of seeds, fertilisers, goods and other horticultural equipment and sundries on behalf of members at as competitive a price as possible
- encourage members to garden in whatever way they choose so long as they do not disrupt other plot holders on their site
- co-operate with other gardening associations in matters of mutual interest
- promote the health and activity benefits of allotment gardening
- promote knowledge of wildlife and to enhance appropriate biodiversity

All profits arising from the general business of the Association and all subscriptions received shall be used for the accomplishment of the objectives of the Association.

### **Membership**

- Membership of the Association shall consist of such persons who have fully paid their subscriptions and whose application for membership are approved by the “Committee of Management”, hereafter defined and hereinafter referred to as the Executive Committee.
- The membership year shall run from 1 October to 30 September.
- The Membership Secretary shall be responsible for maintaining a register of the names and addresses of members, the date at which they joined and the date at which they left, for a period not exceeding 1 year from the date of leaving. This is as per the Bath & North East Somerset Allotment Association Privacy Statement which is written in compliance with the General Data Protection Regulation (GDPR) which came into force on 25<sup>th</sup> May 2018.
- Membership shall automatically be cancelled if a member’s subscription is more than two months in arrears.
- A member may withdraw from the Association by sending written notice to the Secretary and any subscription paid by that member shall in the absolute discretion of the Executive Committee be forfeited.

- Any member aggrieved by the action of the Executive Committee may appeal to the next AGM whose decision shall be final.
- Any member changing address shall notify the Membership Secretary in writing.

## **Governance**

The government of the Association shall be vested in the AGM and the day to day management of the affairs of the Association shall be delegated to the Executive Committee.

## **Executive Committee**

- Shall consist of the Officers together with the site representative for each site.
- They shall retire annually but shall be eligible for re-election at AGM.
- They may co-opt suitable persons for specific projects or casual vacancies to help but they cannot be considered members of the Executive Committee until approved by the AGM.
- A quorum shall be 5 members.
- Any one person may hold one or more positions within the Executive Committee if they possess the required skills, in the absence of any other suitable nominee.

## **Officers**

- Shall be Chairman, Secretary, Treasurer, Membership Secretary, Publicity & Communications Officer and Planning Issues Officer.
- Shall be elected annually at the AGM.
- The Secretary shall be responsible for maintaining a register of the names and addresses of Officers, the date at which they were elected and the date at which they resigned.

## **Meetings**

- No political or sectarian subject may be discussed.
- Executive Committee
  - At least three meetings shall be held each year and in any event one shall be held not less than 14 days following each AGM.
  - The Secretary shall summon all meetings giving at least ten days' notice of such meetings and circulating the agenda for the meeting.
  - Each member of the Executive Committee is entitled to one vote. Voting shall be by a show of hands and by a simple majority.
- AGM
  - The AGM shall be held in November each year.
  - The Secretary shall summon the AGM giving at least fourteen days' notice of such meetings and circulating the agenda for the meeting.
  - The following business shall be transacted at the AGM.
    - To retrieve and consider the Statement of Accounts and Balance Sheet

- To elect Officers and Executive Committee for the ensuing year
- The Chairman shall normally preside at all meetings and a quorum shall be 20.
- Voting shall be by a show of hands and by a simple majority. In the event of a tied vote, the Chairman shall have the casting vote in addition to his/her vote.
- Members must bring their membership cards to the AGM to be entitled to vote. Payment of the annual subscription shall be a pre-requisite condition to members' entitlement to vote at either the AGM or a Special General Meeting.

## **Finance**

- The Treasurer shall have care of all the monies of the Association and shall bank all (except petty cash) in the name of the Association.
- The Treasurer shall give financial statements at all Executive Committee meetings and prepare a Statement of Accounts and Balance Sheet for the AGM.
- The Association shall pay out-of-pocket expenses of any Executive Committee member reasonably incurred on its business.
- All cheques to be signed by two elected officers.
- The Financial Year shall end on 30th September of each year.
- Any member or person having an interest in the funds of the Association shall be allowed at all reasonable hours to inspect the account of his or her dealings with the Association.

## **Alteration of Rules**

- No rules may be altered except at an AGM or a Special General Meeting called for that purpose, of which fourteen days' notice must be given.
- Members must submit proposals for alteration to the rules to the Secretary at least 28 days prior to the date of the AGM or a Special General Meeting.

## **Other Matters**

Any matter not covered by these rules shall be determined by the Executive Committee and will be binding until rescinded or agreed at the next AGM.

## **Newsletters**

The Association shall publish a minimum of three newsletters per year, evenly distributed to provide information on:

- membership renewal
- notice of the AGM
- seed and potato ordering
- Trading Hut open hours including for members to collect their seed and potato orders
- events organised by the Association

