

# **DORRINGTON ROAD ALLOTMENT ASSOCIATION**

## **CONSTITUTION 2010**

### **1. NAME**

The Association shall be known as Dorrington Road Allotments Association (here in after referred to as “the Association”) and shall be an unincorporated association.

The name of the Association shall be referred to in all business letters of the Association, and all other official publications of all the Association, all payments, cheques, and orders for money or goods, purporting to be signed on behalf of the Association, and in all bills, invoices, receipts and letters of credit of the Association.

### **2. OBJECTS**

The objects of the Association are to:-

(a) represent and promote the interests of ploholders at Dorrington Road Allotment Site, Scotforth, Lancaster;

(b) practise good governance of Dorrington Road Allotments and follow participatory and non-discriminatory principles;

(c) protect and promote the biodiversity, landscape value and amenity of Dorrington Road Allotment Site;

(d) foster good relations with residential neighbours and local statutory and non-statutory bodies;

(e) promote a greater understanding of allotment gardening among the local community and beyond;

(f) adhere to the statutory acts and regulations applicable to unincorporated associations.

### **3. POWERS**

In furtherance of the objects the Association may:-

- (a) employ and pay any person or persons to supervise, organise and carry out the work of the Association;
- (b) engage and pay fees to professional and technical advisers or consultants to assist in the work of the Association;
- (c) co-operate and liaise with representatives of voluntary organisations, government departments, local and other statutory authorities and individuals;
- (d) become members of any organisations that may benefit the Association or are compatible with its objects;
- (e) promote or carry out or assist in promoting and carrying out research, surveys and investigations and the publication of their results;
- (f) arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses for members of the Association, the local community or the general public;
- (g) cause to be prepared and published either free of charge or for payment such papers, books, periodicals, pamphlets or other documents or films or recordings of any kind as shall further its objects;
- (h) purchase, take on lease or hire, exchange or otherwise acquire any property or any rights or privileges and construct, maintain or alter any property as appropriate for the furtherance of the objects;
- (i) sell, let, dispose of or turn to account all or any of the property or assets of the Association;
- (j) open and maintain such bank or building society accounts as the Committee may think fit;
- (k) raise money for the furtherance of the objects and accept gifts on such terms and on such security as shall be found appropriate;
- (l) raise funds and invite and receive contributions from any person or persons by way of subscription or otherwise;

## **4. MEMBERSHIP**

(a) Membership of the Association shall be open to:-

(i) individuals of sixteen years and over;

(ii) national, international or local voluntary or non-profit making organisations, incorporated or unincorporated, deemed by the Committee to be interested in and conducive to furtherance of the work of the Association; such organisations to be represented at meetings of the Association by one individual nominated or appointed by the organisation concerned.

(b) Plotholders become members of the association provided payment of the Association fee has been paid. This fee may contain several components such as the Plot Rent, Water Rate contribution, NSALG, New Tools fund, etc.

(c) Members of the Association shall be entitled to vote at meetings of the Association; to nominate or second candidates for the Committee, to serve on the Committee or hold any office in the Association.

(d) The Committee shall have the right at any time to terminate a plotholders membership of the association for good and sufficient reasons, subject to allowing the member concerned the right to make representations to the Committee before a final decision is made.

(e) If membership of the association is terminated for any reason, then the plotholder loses their right to work the plot and must quit the site.

(f) A Member shall cease to be a Member in the following circumstances;

i) the Member's death

ii) the Member's resignation

iii) the non payment of the Association fee for a period of four weeks after it has become due

iv) Breach of the site rules resulting in a notice to quit

## **5. OFFICERS**

Members of the Association shall be eligible to serve as officers or members of the Committee. Nominations for officers and membership of the Committee must be made in writing with the consent of the person nominated and given to the General Secretary at least seven clear days before the Annual General Meeting. Members may not nominate or second themselves. In the event of competing nominations there shall be an election.

The officers of the Association shall be a Chairperson, General Secretary, Membership Secretary and Treasurer and such other officers as the Association see fit to elect. The

officers shall be elected at the Annual General Meeting and hold office until the conclusion of the following years Annual General Meeting.

The duties of the officers shall be as follows:-

(a) The Chairperson shall chair all Committee meetings and General Meetings of the Association and represent the Association at meetings of any organisation of which the Association is a member and on other occasions as appropriate. Their duties will include management and direction of the Association towards the furtherance of this objects with the assistance of the other officers and members of the Committee.

(b) The Membership Secretary shall attend and keep minutes of the General Meetings and Committee meetings, maintain the Register of Members, give notice of meetings, ensure that members of the Association are given appropriate information and represent the Association if requested by the Chair; They will also maintain the waiting list and be responsible for the letting of plots.

(c) The General Secretary shall attend the General Meetings, maintain the site rules, carry out plot inspections, serve warning notices, carry out fence inspections, arrange working sessions, manage the site action plan, routinely review the site water usage, conduct site health & safety risk assessments.

(d) The Treasurer shall attend the General Meetings, keep records of the financial transactions of the Association and its funds, prepare accounts showing the financial position of the Association annually for presentation to the Annual General Meeting and interim accounts for presentation to the Committee if requested.

(e) From time to time the officers may chose to delegate their authority to other committee members. In doing so they must ensure they are satisfied that the member is competent to use their authority and ultimate responsibility for any actions remains with the officer.

## **6. COMMITTEE**

(a) The affairs of the Association shall be conducted by a Committee comprising the Chairperson, General Secretary, Membership Secretary and Treasurer together with such other ordinary members of the Association as may be elected or co-opted as provided below;

(b) The Committee shall have the power to exercise any of the powers of the Association.

(c) Meetings of the Committee shall be held not less than four times a year;

(d) In the event of vacancies arising in the course of the year, the Committee may appoint any member to fill the vacancy who shall hold office until the conclusion of the next Annual General Meeting of the Association and shall be eligible for election to that office at that meeting;

(e) The proceedings of the Committee shall not be invalidated by any failure to elect or any defect in an election, appointment, co-option or qualification of any member;

(f) The Committee may create any sub-committees or special or standing sub-committees to report to it as it considers appropriate and shall determine their terms of reference, powers, duration and composition.

## **7. MEETINGS**

(a) The first Annual General Meeting of the Association under this Constitution shall be held not later than 31st March 2010, and once in each calendar year thereafter;

(b) The Committee shall determine the time and place of all General Meetings of the Association and at least twenty one days clear notice of a General meeting shall be given in writing by the Membership Secretary to each member;

(c) The business of the Annual General Meeting shall be to:-

(i) consider the annual report on the work of the Association

(ii) approve the accounts

(iii) elect the officers and members of the Committee

(iv) consider and vote on any motions;

(d) The Chairperson may at any time call a Special General Meeting of the Association on giving twenty one days notice and the Membership Secretary shall call a Special General Meeting of the Association within twenty one days of receiving a written request to do so signed by not less than twelve full members with reasons or a copy of a motion to be considered by such Special General Meeting;

(e) All motions for consideration at any General Meeting must be submitted in writing to the Membership Secretary with the name of the proposer not less than twenty eight days before the date of the meeting.

## **8. PROCEDURE AT MEETINGS**

(a) The quorum for any Committee Meeting shall be four members of the Committee;

(b) The quorum for a General Meeting shall be one fifth of the current actual membership of the Association;

(c) Unless otherwise stipulated in this Constitution all questions arising at any meeting shall be decided by a simple majority of votes cast. In the case of an equality of votes the chairperson shall have a second or casting vote. The chairperson shall have discretion to decide whether the voting on any question or motion shall be by a show of hands or ballot.

(d) Minutes shall be kept of all meetings whether General or of the Committee or any sub-committees or standing committees comprising a list of those present, in attendance and in the chair with a summary of the discussion and a record of all resolutions and decisions.

(e) The Committee shall have power to adopt standing orders for the Association and its committees and sub-committees. Any such standing orders shall come into effect immediately they are approved by the Committee but will be subject to any policy directions given by or amendments made by the Association in General Meeting;

(f) The Committee shall have power to draw up and publish Association Rules for the benefit of members of the Association and other visitors to the Dorrington Road Allotment Site. Such Rules shall, in particular, indicate the standards of practice and behaviour expected from members and visitors and the action that the Committee shall be entitled to take in the event of any infringement. The Rules are deemed to be bye laws of the Association and are subject to any directions or amendments made by the Association in General Meeting.

## **9. FINANCE**

(a) All funds raised by or on behalf of the Association shall be applied in furtherance of the objects of the Association and for no other purpose;

(b) Members of the Committee or any sub-committee shall be entitled to reimbursement of reasonable expenses incurred in carrying out their duties to the Association provided claims for reimbursement are made in writing to the Treasurer and supported by receipts;

(c) The Committee shall authorise two of its members to sign cheques on behalf of the Association, one of whom shall be the Treasurer. All expenditure over £25 must have the prior approval of the officers of the Association. Any expenditure exceeding £100 must be approved in advance by a meeting of the Committee.

## **10. PROPERTY**

The title to all property, heritable or moveable, that may be acquired by or on behalf of the Association shall be vested in the names of the Chairperson, General Secretary, Membership Secretary and Treasurer for the time being ex officio or in the names of trustees of a trust established for that purpose.

## **11. ALTERATIONS TO THE CONSTITUTION**

This Constitution may be altered only in General Meeting by giving notice to all members in writing setting out the terms of the proposed alteration not less than twenty one days before the date of the General Meeting at which the alteration is to be proposed followed by a majority of two thirds of the members present and voting in favour of the alteration.

## **12. DISSOLUTION**

The Committee may by a simple majority decide at any time that it is necessary or advisable to dissolve the Association and shall call a Special General Meeting of the Association by giving not less than twenty one days notice in writing stating the terms of the resolution for dissolution to be proposed at the meeting.

If the resolution is approved by at least two thirds of the members present and voting at such General Meeting then -

(a) The Committee shall apply the assets of the Association to settlement of the debts and liabilities of the Association including, as necessary, the sale of any assets of the Association for the best obtainable price;

(b) If dissolution is caused by the cessation of allotment or community gardening at Dorrington Road Allotment Site any assets remaining after settlement of debts and liabilities shall be given or transferred to such other organisation or organisations having similar objects to the Association as the Committee may determine.