



## Watery Lane Allotment & Leisure Garden Association

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### The Constitution of the Watery Lane Allotment and Leisure Garden Association

#### 1. Name

- 1.1 The Association is to be known as The Watery Lane Allotment and Leisure Garden Association.

#### 2. Aims & Objectives

- To promote the interests of all Members in their gardening activities, including co-operating with other gardening associations in matters of mutual interest.
- To conduct negotiations with the local authorities (including Parish, District and County Councils) on all matters relating to the allotments and leisure gardens site.
- To take action to protect Members and their plots against damage, trespass and theft.
- To secure the site from vandals, dog fouling and other anti-social activities.
- To endeavour to agree with the Parish Council a plan for the transfer of agreed responsibilities, leading to greater self management of the site in co-operation with the said Council.

#### 3. Membership

- 3.1 Membership of the Association shall be open to:-

- All persons 18 years old or over who are plot holders on the Watery Lane, Codsall site.
- Persons under 18 may be admitted as junior members free of charge. Junior Members shall not have the right to vote at Member meetings.
- Well-wishers anywhere, who shall be called Associate Members. Associate Members shall not have the right to vote at Member meetings.
- Membership of the Association will not be obligatory on plot holders.

- 3.2 Plot holders will be deemed to become Members of the Association upon the payment of the annual subscription.

- 3.3 A 'plot holder' is the person named in, and therefore, signatory on the lease for the stated plot. Relatives of, or other persons working the plot in association with, or on behalf of the person named in the lease will not be regarded as the 'plot holder' for the purpose of this document, but may become an 'Associate Member' of the Association.

#### **4. Termination of Membership**

- 4.1 The General Committee shall have the right, for good and sufficient reason which includes non-payment of any subscription, to exclude from meetings any Member(s), provided that the individual Member(s) shall have the right to be heard by the General Committee before a final decision is made.
- 4.2 Members failing to pay subscriptions on the due date will be deemed to have resigned their membership with immediate effect.

#### **5. Subscriptions**

- All individual Members, Associate members and affiliated groups shall pay such subscriptions as the General Committee from time to time determine.
- Subscriptions shall fall due on 1 April each year.

#### **6. General Committee**

- 6.1 The policy and general management of the affairs of the Association shall be conducted by a General Committee which shall be responsible to the general meeting of the Association.
- 6.2 The General Committee shall consist of the honorary Officers of the Association elected under clause 7, together with 6 representatives of individual members elected by and at the AGM. Elected members shall stand for a period of 2 years with at least 50% standing for re-election at each AGM with all Members having to be re-elected at least every 2 years. In addition the General Committee may co-opt further Members, who shall not exceed one third of the total membership of the Committee as defined above. (The site representative on behalf of the Parish Council shall be deemed to be a co-opted Member.)
- 6.3 If vacancies occur amongst its membership between AGMs, e.g. due to resignation, illness or death, the General Committee shall have the power to fill the vacancy from the Members of the Association without recourse to a General Meeting.
- 6.4 The General Committee may determine the powers and terms of reference of any Sub-committee, and the duration of its activities.

## **7. Honorary Officers**

- 7.1 The AGM shall elect the following Honorary Officers from amongst those eligible for election to the General committee;  
A Chairman, Vice Chairman, Secretary, Treasurer, Commercial Officer and Minute Secretary who once elected will stand for 2 years before seeking re-election.  
There shall be no restriction on the length of time any person shall serve as an honorary Officer be it in the same post or a number of posts except for the Chairman who may serve no more than 2 consecutive terms of office in that post. It is expected that once the Chairman steps down the Vice Chairman shall automatically stand for election as Chairman. Anyone having served as Chairman is not prevented from seeking election to that post (via Vice Chairman or direct) after a minimum of 2 years not in post.
- 7.2 In order to clarify the above it is further proposed that the membership be asked to approve the proposition that:--  
In order to achieve the aim of 'continuity' that persons elected to the post of Chairman, Vice Chairman and Secretary will be elected at the 2012 AGM and stand until 2014 when the post will be up for re election – serving 2 years.  
The post of Treasurer, Commercial Officer and Minute Secretary will be elected at the 2012 AGM and stand until 2015 when the post will be up for re election – serving 3 years.  
Three of the six Representative Members elected at the 2012 AGM will stand until 2013 AGM –serving 1 year. The remaining three until the 2014 AGM.  
This will achieve the 2 year cycle thereafter.

## **8. Annual General Meeting (AGM)**

- 8.1 Once a year, in the month of October, the General Committee shall convene an Annual General Meeting of the Association for the receiving of
- The Annual Report of the General Committee
  - The audited or otherwise independently examined Statement of Account.
  - To elect the honorary officers for the forthcoming year.
  - To elect members to the General Committee for the forthcoming year.
  - To appoint auditors or other independent examiners for the forthcoming year.
  - To consider any previously received written proposal for alteration to this Constitution.
  - Any other business where due notice has been received.
- 8.2 Any Notice of proposed change or other business for discussion must be given in writing to the Secretary at least 28 days prior to the AGM.

8.3 A written notice will be issued to all Members at least 14 days prior to the AGM.

## **9. Special General Meeting (SGM)**

9.1 The Chair or the Secretary of the Association may at any time at their discretion, or within 28 days of receiving a written request to do so signed by a minimum of 10 Members having the right to vote, and giving reasons for the request, shall call a Special General Meeting of the Association for the purposes of

- Altering the Constitution in accordance with clause 13 hereof, or
- To consider any other matter which may be referred to it by the General Committee, or
- For any other purpose

## **10. Rules of Procedure**

10.1 Voting; Subject to the provisions of clause 13, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote, but in the event of an equality of votes the Chair shall have a second and casting vote.

10.2 Quorum; For General Committee and other Committee meetings, a minimum of one third of eligible committee members including the Honorary Officers, must be present. For the purpose of an AGM or SGM, a minimum of twenty five voting Members or one third of the Association membership if less must be present.

10.3 Minutes; Minute books shall be kept by the General Committee and any sub-committee's which may have been established, and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

## **11. Finance**

11.1 All monies raised by or on behalf of the Association shall be applied to further the objectives of the Association and for no other purpose.

11.2 The Treasurer shall keep proper account of the finances of the Association and shall open a bank account in the name of the Association.

11.3 All cheques issued by the Association to be signed by two of;

- Chairman
- Treasurer
- Commercial Officer
- Vice Chairman

- 11.4 The accounts shall be audited or independently examined at least once a year by auditors or an independent examiner appointed by the AGM. For accounting purposes, the Association's financial year will be deemed to run from the 1 September until 31 August each year.

## **12. Dissolution**

- 12.1 If the General Committee by a simple majority vote, decides at anytime that on the grounds of expense or otherwise, it is advisable or necessary to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote, of which meeting not less than 21 days notice stating the terms of the Resolution to be proposed thereat, shall be posted in a conspicuous place or places in the area and given in writing to any national body to which the Association is affiliated. If such a Resolution be confirmed by a simple majority of those present and voting at that meeting the General Committee shall have the power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities, and after a period of at least 12 months, but not exceeding 15 months, from the date of dissolution, shall be given to a local charity.

## **13. Alterations to the Constitution**

- 13.1 Any proposal to alter this Constitution must be delivered in writing to the Secretary of the Association not less than 28 days before the date of the meeting at which it is first to be considered.
- 13.2 An alteration will require the approval of a two-thirds majority of the Members of the Association present and voting at a General Meeting. Notice of each meeting must be given in accordance with normal procedure, but not less than 14 days prior to the meeting in question and giving the wording of the proposed alteration.
- 13.3 This Constitution was adopted as the constitution of the Watery Lane Allotment and Leisure Gardens Association at a Public meeting held on October 2009.

Date: .....

Signed:- ..... (Chair)

..... (Secretary)