

# Heeley and Meersbrook Allotments Protection Society



## *Heeley & Meersbrook Allotment Protection Society Constitution*

### Aims & Objective

1. To assist all members in the recreational pursuit of allotment gardening, to promote a healthy lifestyle, to educate and create community fellowship.
2. To help with the education and social welfare of people, suffering from any physical, mental health or learning disability, with the object of improving their quality of life through allotment gardening.
3. To help new gardeners on the site in whatever way is appropriate including providing, where possible, an introduction to a nearby experienced gardener who is willing to help during early months of tenancy
4. To take all possible action, to protect Members, and their plots against damage, trespass, and theft.
5. Where possible and within the authority of the Society, to secure the site from vandals, dog fouling, and other anti-social activities.
6. To establish a good working relationship with the Council as owner of the allotment areas with the object of improving facilities and carrying out of essential maintenance
7. To investigate opportunities and secure where possible funding, sponsorship, or grant aid available to the Society from external sources to be used for the improvement of facilities, site maintenance and security.
8. To co-operate with other gardening associations, in matters of mutual interest.

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9. To encourage the highest standards of cultivation, layout and landscaping

## Powers

The Society shall have full powers to do all things necessary or expedient for the accomplishment of its objects.

## Equal Opportunities Policy

The Society recognises that everyone has a contribution to make, and a right to equal treatment. We aim to ensure that no-one will be discriminated against by us on the grounds of age, class, employment status, physical or mental disability or mental health, political belief, race, religion, sex, marital status or caring responsibilities, sexuality, unrelated criminal convictions.

## Membership

Membership of the Society shall be open to all persons 18 years old and over who are allotment holders on the Meersbrook allotment site. Persons under the age of 18 may be admitted as junior Members free of charge.

Well-wishers anywhere and those in the neighbourhood wishing to purchase from our society shop, shall be called Associate Members. Associate and underage Members shall not have the right to vote at Members Meetings.

## Subscriptions

All individual Members, Associate Members and affiliated groups shall pay subscriptions in April each year the rate of which to be determined by and voted for by the General Committee

### LIST OF MEMBERS

The Membership Secretary shall keep an alphabetical list of Members updated annually which will include name, address, email and a telephone number for each Member, and their date of joining and leaving.

Any Member may see their own entry recorded in the official list of Members, and in their own interest must notify any change of address to the Membership Secretary.

Membership is not transferable; the information on this list can be made available to the Committee upon request

No person shall be entitled to vote at any Meeting of the Society or any other privilege of Membership until their subscription for the current year has been paid.

A Member shall cease to be a Member in the following circumstances:

- Failure to pay annual membership fee

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- The Member's resignation
- The expulsion of a member
- The Member's death
- Any Member who brings the reputation of the Society into disrepute
- A General Meeting may, by a simple majority of the Members present and entitled to vote, expel any member for conduct detrimental to the Society, provided that a notice specifying the conduct for which it is intended to expel, is sent to the Member at the address entered into the register of Members at least 28 days prior to the date of the meeting. The Member will be invited to attend, with a person of their choice if they so wish, the decision made at such a meeting is final.

Any Member aggrieved by any action of the Committee may appeal to the next Annual General Meeting, whose decision shall be final.

## Committee

The Committee shall manage the affairs of the Society and shall be ultimately responsible to the Members of the Society.

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

The Treasurer shall keep proper account of the finances of the Society and shall hold a bank account in the name of the Society.

The Committee Officers shall be the trustees of the Society, and signatories to the Society's banking account.

A summary of the accounts shall be available for presentation at the Annual General Meeting

The Committee shall consist of the Officers elected at the Annual General Meeting.

If vacancies occur among its Members, the Committee shall have the power to fill these from amongst the Members of the Society.

The Committee may create a sub-committee and will determine the powers and terms of reference of that sub-committee and duration of its activities.

The Committee and any sub-committee, which may have been established, shall keep minutes which will be kept in both paper form and electronic on the Society web site.

All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No member shall exercise more than one vote, but in the case of an equality of votes the Chair shall have a second and casting vote.

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All Society members are eligible to be nominated for the Committee. Individuals interested in serving on the Committee will need to be nominated and seconded at the AGM by two existing Society Members. Nominations for the election of Committee Officers may be made in writing to the Secretary in advance of the Annual General Meeting.

The Officers of the Committee will be a Chairperson, Vice Chairperson, Secretary, Treasurer and Membership Secretary plus additional Committee Members, and will serve for a period of three years. Members may stand for re-election as they choose at the end of three years.

The Committee may remove any Officer or Committee Member from the Committee by a simple majority following an open discussion of the issues by the Committee, such discussions shall include the individual Member in question who will have the opportunity to put his/her point of view. If required, the vote may be a secret vote, but the voting numbers shall be recorded in the minutes.

## Emergency Actions

The Chairman and either the Secretary or Treasurer may take any executive emergency actions required where it is not practicable for the business to be decided upon at a regular or special meeting. Details of the action will be reported and recorded at the next meeting of the Committee.

## Annual General Meeting

An Annual General Meeting of the Society shall be held in March in every year for the purpose of:

1. Receiving the Committee officers report, on the work, of the Society, during the preceding year.
2. Receiving a finance report, and summary of accounts.
3. Electing Officers, and members of the Committee.
4. Any other business of the members or of which the person presiding at the meeting shall rule is in order.

Notice of the Annual General Meeting must be given by 14 clear days from the date of the Meeting by posting the information on the Society web site.

The quorum for the AGM will be 7 members.

The Chairperson, or in their absence the Vice-Chairperson, shall preside at any Annual General Meeting.

Voting shall be by show of hands unless the person presiding at the meeting shall direct that a ballot be taken.

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## Extraordinary General Meeting

The Committee may convene an Extraordinary General Meeting of the Society at any time and shall do so within four weeks upon the receipt of a written request signed by 7 Members of the Society or from a majority of the Committee members

Notice must be posted on the Society web site no less than 7 days before such a meeting, setting forth the date, time, place, and purpose of the meeting.

No business other than that mentioned in the notice shall be transacted.

The procedures for voting used at Annual General Meetings shall apply at Extraordinary General Meetings other than the quorum figure.

## Dissolution of the Society

The Society may be dissolved by a resolution passed by a two-thirds majority of those present and voting at an Extraordinary General Meeting convened for the purpose of which twenty-one days' notice shall have been given to the Members.

At this meeting instructions may be given for the disposal of any assets held by or in the name of the Society, provided that anything remains after the satisfaction of all debts and liabilities.

## This Constitution

Any proposal to alter this Constitution must be delivered firstly to a meeting of the General Committee where it is to be considered, discussed, and altered and such alteration taken to an Extraordinary General meeting as above.

An alteration will require the approval of a two-thirds majority of those present and entitled to vote at that Extraordinary General meeting.

THIS CONSTITUTION was adopted as the constitution of Heeley & District Allotment Protection Society at a meeting held on 20 March 2016

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