

# Gnosall Allotments & Gardens Association

## Constitution

### 1. NAME

1.1. The name of the association will be the Gnosall Allotments and Gardens Association (hereafter referred to as 'the Association').

### 2. OBJECTIVES

2.1 To promote the interests of all members in their gardening activities, within the framework of the various Allotment Acts.

2.2 To help generate allotment community involvement in the management and promotion of Gnosall Allotments and Gardens Association. The Association will be responsible for the organisation of supporting activities for the benefit of all members, be they plot holders and or local gardeners.

2.4 To work with Gnosall Parish Council to maintain and develop Gnosall Allotments and Gardens Association for the beneficial use for the Association's members

2.5 To co-operate with other gardening associations in the area, in matters of mutual interest.

2.6 To develop and strengthen links with the local community.

### 3. MEMBERS

3.1. Membership of the Association will consist of persons who are named, current, legal and paid-up holders of the Association.

3.2. Every member shall have one vote at meetings, irrespective of the number of plots they cultivate.

3.3. Each member shall pay an annual subscription, the fee being those agreed by the Officers and Committee members and proposed at the Associations' Annual General Meeting. Membership fees shall become due on 1st April each year and be payable in advance. The membership fee will contribute to the Association's costs associated with:-

a) The administrative expenses of the Association. These expenses will include justifiable expenses incurred on behalf of the Association by its appointed officers. Examples of likely valid expenses include postage, telephone calls, printed materials (posters, newsletters) and hire of meeting rooms; purchases made on behalf of the Association are not.

b) Membership of a national Allotments & Gardens Association which can provide the requisite insurance cover for the Association and its members, as appropriate

c) The requisite insurance is to protect the Association in terms of its public , product and employer liability risk exposure, its buildings and goods therein,

Notes

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- Each member's own personal protection insurance is not within the scope of the Association's annual membership fee
- A copy of the Association's annual insurance certificate can be made available from the Association's Secretary

3.4. No arrears for membership fees are allowed

### **4. RENTAL AND TENANCY ARRANGEMENTS**

4.1. Management and maintenance of the Gnosall Allotments infrastructure (roads, fences, gates, and water supply) are the responsibility of Gnosall Parish Council. The Association will work with the Council's representative(s) to endeavour to hold to account the said Council for their said duties and in the pursuit of the Association's objectives.

### **5. MANAGEMENT GROUP AND OFFICERS**

5.1. The policy and general management of the affairs of the Association shall be conducted by a Management Group, which shall be responsible to the General Meeting of the Association.

5.2. The Management Group shall consist of the Officers elected under clause 5.4 and up to 5 representatives of individual members elected by and at the Annual General Meeting. A quorum at Management Group meetings shall be not less than 4 members

5.3. The Annual General Meeting shall elect the following Officers of the Association from amongst those eligible for election to the Management Group: Chair, Treasurer and Secretary. The Officers shall serve in their respective capacities as Officers of the Management Group until the following Annual General Meeting.

5.4. Officers will be nominated by a member of the association, and seconded by two other Association members.

5.5. Officers shall serve for a period of 1 year and shall hold office until the conclusion of the following Annual General Meeting. Retiring Officers are eligible for re-election.

5.6. Appointed Officers can only serve, in any one officer role, a maximum term of three years in continuum.

5.7. In the event of a vacancy occurring among the Officers, the Management Group shall have the power to fill such a vacancy from its own members or those of the Association until the next Annual General Meeting.

### **6. ANNUAL GENERAL MEETING**

6.1. A minimum of 7 days' notice shall be given of the Annual General Meeting at which time the audited accounts and officers report will be given.

6.2. The officers for the ensuing year will be elected at the Annual General Meeting.

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6.3. Ten members shall form a quorum and in the event of equal voting the Chair will have the casting vote.

6.4. If a Special General Meeting is necessary the request needs to be submitted in writing to the Secretary by a minimum of ten Association members. The Secretary will notify all Officers and Committee members of such a request. The Special General Meeting must be called within 21 days of receipt of the request, with 7 days' notice given to all members.

6.5. Members will be notified in advance of any proposed changes to this constitution, which will be discussed and voted on at the Annual General Meeting

### 7. RULES

7.1. Rules of tenancy of Gnosall Allotments and Gardens Association are to remain distinct from the Association's constitution.

7.2 All allotment holders are to honour their tenancy agreement with the Gnosall Parish Council in order to retain their membership of the Association.

7.3. Anyone who deliberately flouts the Association's' objectives or any of the policies laid down in the constitution will have their membership terminated.

7.4 There shall be no dumping of members of garden or other waste within the boundaries, or adjacent to the Gnosall Allotments. Members should make every endeavour to compost all their garden waste on their own allotment site. Where waste needs to be removed from a member's own allotment site this waste should not be dumped within the overall Allotment area but rather the member should make their own arrangement to remove the said waste off site.

### 8. FINANCE

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

8.2. The Treasurer shall keep proper account of the finances of the Association and shall open a bank account(s) in the name of the Association. Signatories for the account(s) on behalf of the Association will any two of the three appointed Officers; the approved signatories being those of the Association's current appointed Officers.

8.3. The accounts shall be audited or independently examined at least once a year by auditors/independent examiners appointed by the Annual General Meeting.

8.4. To assist with the annual independent audit the Officers and Committee members, on behalf of the Association will keep a record of all financial transactions concerning

- a) Members' fees
- b) All administration costs

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- c) Member's orders that are purchased from the Association
- d) The Association's purchase orders placed on approved Suppliers and their respective payments.

Note: Members placing an order with the Association will be provided with a receipt for the money they conveyed with their order.

8.6. Approved suppliers will be appointed by the Treasurer in consultation with all Officers and Committee Members. In turn each appointed Supplier will have assigned, and be formally informed, of two names from Association's Officers and or Committee members who will liaise with them on all matters to do with orders placed with them on behalf of the Association.

8.5. If, for any reason, the Association should dissolve, any monies held by the Association will be distributed to another local organisation that has a related gardening interest.

### 9. ENVIRONMENTAL AND SOCIAL POLICY

9.1. Gnosall Allotments and Gardens Association have an important role to play in promoting healthy and sustainable lifestyles within the local community. Access to healthy food produced locally using environmentally sensitive methods has implications for both the health of individuals and communities and the environment.

9.2 In order to minimise the impact upon the local environment the Association will promote the following:

- Waste management, recycling and composting; encouraging and exploring new ways to reduce waste and encourage re-use and recycling on allotments
- Efficient use of water on allotments by storing water in tanks or water butts, and non-wasteful use of tap water

9.3 The Association will promote a policy of 'good neighbours' with the local community, and will establish and develop links with the surrounding community.

### 10. EQUAL OPPORTUNITIES POLICY

10.1. The Association recognises that everyone has a contribution to make to our society, 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.

10.2. The Association shall be non-party political and non-partisan

### 11. DATA PROTECTION POLICY

11.1 The Association, its Officers and Committee members will endeavour to comply with Data Protection/Privacy Laws at all times. A members' personal data, held by the association, will

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solely be used for communicating with that member by the Officers and Committee members as required; a member's personal data will not be disclosed to any other persons or parties.

11.2. Members data comprises of their name, address, telephone, email address, membership number and allotment plot where known

11.3. The Secretary only holds a central record file of all the Members personal data will be protected by an "active password" and in the event of a member leaving the Association their personal data will be deleted from the Association's records.

11.4. Officers and Committee members in receipt of members' personal data to carry out their duties will comply with clause 11.1

11.4. Officers and committee members on retiring from the Association will confirm to the Association's Secretary that all members' personal data received by them during their term of office has been destroyed and is unable to be read.

### **12. HEALTH AND SAFETY**

12.1. All Association members must adhere to the best practice as detailed in the Association's Health and Safety manual in handling goods and chemicals should they be on Shed duty assisting with sales on behalf of the Association.

### **13. Standard documentation**

13.1. Minutes of all formal Association meetings, that is committee meetings and the Annual General Meeting, and any related correspondence, will be kept on record and made available at the Annual General Meeting

13.2. Officers and Committee members are obliged to use of the Association's standard forms for Membership, a record of Members orders, the Association's purchase orders on Suppliers, and Officers and Committee members expense forms

### **14. Association's PROCEDURES**

Appointed Officers and committee members, and co-opted members are to strictly adhere to the established Association's procedures when working on behalf of the Association

### **15. ADOPTION OF THE CONSTITUTION**

This constitution will be proposed for adoption at the Annual General Meeting to be held in September 2010