

CONSTITUTION OF BOURN ALLOTMENT ASSOCIATION

Approved and adopted at the First Annual General Meeting on 18th February 2011, with amendments approved at the 2nd AGM on 15th February 2012 and the 3rd AGM on 19th February 2013 and the 4th AGM on 11th February 2014 **and the 7th AGM on 8th February 2017**

1. NAME OF THE ASSOCIATION

The name of the Association is 'Bourn Allotment Association'.

2. THE OBJECTIVES OF THE ASSOCIATION

- i. To promote the interests of the Members with regard to proper cultivation, good management and enjoyment of the allotments.
- ii. To maintain and improve the facilities and the condition of the sites available and to encourage and educate others to do the same.
- iii. To ensure that as many plots as possible are tended.
- iv. To manage the allotment sites responsibly; respecting the environment and the terms of the agreement with Bourn Parish Council and any other similar agreements.
- v. Working with the Parish Council and others as appropriate to help identify and secure additional sites, so that as many residents of Bourn as possible are able to have allotments.

3. THE COMMITTEE OF THE ASSOCIATION

- i. Shall consist of the Officers (a Chair, a Secretary and a Treasurer/Membership Secretary) and at least three other members. A nominated representative of Bourn Parish Council will be invited to attend Committee and General Meetings in a non-voting capacity.
- ii. Office bearers and Committee members will be elected by majority vote at the Annual General Meeting with a quorum of five Members.
- iii. Officer bearers and Committee members will normally serve for a period of three years, after which they will be required to stand down or stand for re-election at the next AGM. Office bearers may serve for a maximum of two consecutive terms of three years in the same position. Subject to being elected at the appropriate AGM every three years,

there is no further restriction on the length of time that a member may serve on the Committee.

- iv. Vacancies to be filled at the AGM will be announced by the Secretary when members are notified of arrangements for the AGM (see below).
- v. Members wishing to stand for election as Office bearers or Committee members must submit a request in writing to the Secretary no less than two weeks before the AGM.
- vi. Only one member from the same household may be an officer of the Association at the same time.
- vii. The Committee shall have the power to appoint a Member to fill any vacancy that may occur between AGMs or to co-opt non-voting members.
- viii. In exceptional circumstances, following seven days' written notice of a specific agenda item, Committee member(s) may be dismissed by majority vote at a General Meeting with a quorum of ten.
- ix. The work of the Committee shall be voluntary, unpaid and open only to Members of the Association.
- x. The Committee shall meet at least two times a year and keep records of these meetings.
- xi. The quorum at meetings of the Committee shall be four Committee members, one of whom must be an office bearer.

4. MEMBERS OF THE ASSOCIATION

- i. Membership of the Association is open to residents within the Parish of Bourn and may include both those with, and those waiting for, allotment plots.
- ii. All Members are required to pay a basic annual subscription which will include their contribution towards the Association's membership of the National Society of Allotment and Leisure Gardeners (NSALG) **an annual membership fee, to cover the per capita cost of the Association's annual membership of the National Allotment Society (NAS) / National Society of Allotment and Leisure Gardeners (NSALG).**
- iii. Members who have been allocated a specified plot or part-plot are required to pay an annual rental and to sign a plot-holder's Tenancy Agreement. In return they have use of a specified plot or part-plot for the year, with associated responsibilities.

- iv. Taking account of the amount of land available at the time and general **NAS/NSALG** guidance, the Committee will decide on the appropriate size for standard Bourn allotment plots and organise their allocation amongst the membership.
- v. Subject to the agreement of the Committee, members may agree to further sub-divide standard plots to enable more members to be allocated part-plots.
- vi. Provided all individuals involved are paid-up members of the Association, a plot may be held jointly in the names of up to two Members.
- vii. All Members who have paid the basic annual subscription **membership fee** will be entitled to attend and vote at the Annual and other General Meetings.
- viii. All Members of the Bourn Allotment Association agree to respect and obey the constitution of Bourn Allotment Association and, where applicable, the Rules of the Association relating to the allotment sites.

5. CHANGES TO THE CONSITITUTION

Changes to the Constitution of the Association can only be agreed at the Annual or Special General Meeting.

6. DUTIES AND POWERS OF THE COMMITTEE

- i. The Committee are charged with pursuing the objectives of the Association and administering the available allotment sites.
- ii. The number and size of the allotment plots will be decided by the Committee of the Bourn Allotment Association.
- iii. Changes to the Rules of the Association must be agreed at a General meeting. However, where the need arises, the Committee may make changes to the Rules of the Association to take immediate effect. Such changes must then be submitted to the next General Meeting for confirmation or rejection.
- iv. The Committee shall hold an Annual General Meeting giving 21 days' written notice of the date, agenda and place.
- v. The annual membership fee, the waiting list fee and the plot rental rate for the following year will be set and agreed at the Annual General Meeting and will be payable

each year on 1st April as appropriate. The rates for these proposed by the Committee for the next year will be included with the written notice of the Annual General Meeting.

vi. The Committee shall maintain a waiting list of those wishing to rent an allotment plot, as well as those plot holders wanting a further plot. Priority on this list will go to those without any plot, then will be on a “first come first served” basis. The waiting list will be open to anyone eligible for membership of the Association. Eligible individuals, who do not wish to become full members of the Association, may maintain their position on the waiting list by making a single payment. The amount of this payment will be agreed annually at the AGM. The Committee shall also maintain an internal waiting list for plot-holders wishing to change their plot if a preferable one becomes vacant. Such internal change shall be accommodated before the new plot-holder comes in.

vii. Special General Meetings may be called by the Committee, or by at least five Members writing to either the Committee, or a member of the Committee, to request this. At least 14 days’ written notice of the date, purpose, agenda and place for the meeting must be given.

viii. The accounts and annual report shall be submitted at the Annual General Meeting.

ix. The quorum at any General Meetings shall be five members.

x. The Committee shall maintain a bank account in the name of the Association. At least three signatories will be authorised and cheques will require at least two signatures.

xi. Accounts shall be kept by the Treasurer and shall be available for inspection by Members at seven days’ notice.

xii. An independent examiner, who must not be a member of the Committee, shall inspect the accounts **for the year** and report on these **and the Treasurer shall report on the accounts** to the Annual General Meeting.

xiii. When necessary, the Committee has the power to set up a special sub-group to investigate and report back to it on any issues that arise or are brought to its attention relating to the condition of the allotments and/or the behaviour of allotment holders and members in general. This sub-group shall consist of at least 3 members, including one Office bearer. Any action recommended by the subgroup should be put to the vote at a Committee Meeting.

xiv. The Committee may terminate a membership with 14 days’ notice for stealing, wildlife or poison offences.

xv. In the event of a Member’s inability through ill-health to work the allotment, the Committee will exercise its discretion.

xvi. The Committee has the power to deal with complaints. It will only investigate complaints made in writing to the Secretary. Any Member against whom a complaint has been made will be made aware of the problem and has the right to respond in writing or put their case to the Committee in person.

xvii. In the event that the Committee, or a group of at least six members, considers that there may be a need to wind up the Association, a Special General Meeting will be called within four weeks of the receipt of a written request to this effect. This meeting will determine whether or not to wind up the Association and the process to be followed to ensure that the interests of the members, plot-holders and third parties with an interest in the Association (e.g. Bourn Parish Council) are properly accounted for if the need for winding up is agreed.

ELECTRONIC COMMUNICATION

Unless individual Members have specified otherwise, routine communications sent by e-mail will be considered to be “written” as specified in various clauses above.

Signed:

Robert Ansell, Chairman

Gillian Pountain, Secretary

8th February 2017

