**Wollaston Allotment Society**

CONSTITUTION 2025

**1 NAME**

The name of the society is Wollaston Allotment Society.

**2 THE PURPOSES OF THE SOCIETY ARE:-**

To promote and manage the use of Wollaston Allotment sites in order to enhance the all-round

gardening experience of plot holders.

To manage, maintain and develop the allotment sites covered by Wollaston Allotment Society,

ensuring that they can be enjoyed by users.

To promote growing and gardening as an enjoyable and beneficial activity for all.

To bring together all members/plotholders of Wollaston Allotment Society, provide them with

information and to benefit their wellbeing.

The role of the society is the efficient and economic management of all four allotment sites and

the administration of the Society’s affairs, both to the benefit of its members.

The four allotment sites are referred to as Charles Road Allotments, Lady Grey’s Walk

Allotments, High Park Avenue Allotments and South Road Allotments which are on land owned

by Dudley MBC.

**3 COMMITTEE**

The group shall be managed by a committee which is appointed at the Annual General Meeting

(AGM) of the group.

**4 CARRYING OUT THE PURPOSES**

In order to carry out the purposes, the committee has the power to:

1) raise funds, receive grants and donations

2) apply funds to carry out the work of the group

3) co-operate with and support other charities with similar purposes

4) do anything which is lawful and necessary to achieve the purposes

**5 MEMBERSHIP**

1) The group shall have a membership.

2) The society’s membership will consist of every person who has entered into an

agreement with Wollaston Allotment Society for the letting of an Allotment plot and

whose current rental is not in arrears.

3) A member of the Association will be entitled to vote at Association meetings. A member

who rents more than one plot will not be entitled to more than one vote.

4) The committee may remove a person’s membership if they believe it is in the best

interests of the society, following the membership terms and conditions and rules within

the termination of membership procedure. The member has the right to be heard by the

committee before the decision is made and can be accompanied by a friend.

5) Your first year’s tenancy payment will include a one off plot £50 fee in addition to the

yearly rental fee.

**6 ALLOTMENT RULES FOR MEMBERS**

The Rules are designed to enhance the gardening experience of all members of the

Association. It is a condition of the Tenancy Agreement that they are complied with by the

members. Every member will be given a copy of the Constitution and the Rules together with

the Membership Terms and Conditions and Dudley Council’s Code of Conduct.

**7 ANNUAL GENERAL MEETING - AGM**

1) The AGM must be held every year, with 14 days notice given to all members telling

2) them what is on the agenda. Minutes must be kept of the AGM.

3) There must be at least 20 members present at the AGM.

4) Every full member has one vote.

5) The committee shall present the annual report and accounts.

6) Any member or associate member may stand for election as a committee member.

7) Members shall elect a minimum of 3 committee members to serve for the next year.

They will retire at the next AGM but may stand for re-election.

**8 COMMITTEE MEETINGS**

1) The committee must hold at least 3 meetings each year. At their first meeting after the

AGM they will elect a chair, treasurer and secretary. The committee may act by majority

decision.

2) At least 3 committee members must be present at the meeting to be able to take

decisions. Minutes shall be kept for every meeting.

3) If a committee member has a conflict of interest they must declare it and leave the

meeting while this matter is being discussed or decided.

4) During the year, the committee may appoint up to 2 additional committee members. They

will stand down at the next AGM.

5) The committee may make reasonable additional rules to help run the group. These rules

must not conflict with this constitution or the law.

6) The Chairman has the casting vote should any matter requiring a vote results in a tie.

**9 ADMINISTRATION AND MANAGEMENT DUTIES OF THE SOCIETY’S COMMITTEE**

1) The collection of plot fees from members: Notification of the annual membership renewal

fee to the society’s members is given during November and payment of the fee is due

before January 1 st if the new membership term.

2) Expenditure on behalf of members: The committee will pay all rates, water charges,

insurance costs, taxes and other expenses and outgoings as previously agreed by the

society’s members at general meetings.

3) General maintenance of the four allotment sites: The committee will endeavour to

maintain the sites to the benefit of the society’s members in so far as the society is able

to do within the limitations of finances and other resources available to the society.

4) The promotion and maintenance of good relationships for the benefit of the society’s

members: The committee will endeavour to administer the society’s business and

maintain the allotment sites in ways that are fair and even, to the benefit of all the

society’s members. Members have the right to appear before the committee to present a case of any issues arising, or in the event of any dispute with any other members of the

society. The committee will consider any matter that has arisen, or arbitrate in the matter

of the dispute and the resolution and final outcome will lie with the committee’s decision.

5) Conducting negotiations with Dudley Borough Council for the use of Wollaston Allotment

Society.

6) Entering into an allotment site letting agreement with the Council for Wollaston Allotment

Society – “the lease”.

7) Ensuring compliance with the terms of the lease with the Council.

8) The letting of individual plots, the setting and collection of rents and any other levies

which may be necessary from time to time.

9) Ensuring compliance with the Membership Terms and Conditions, the Allotment Rules

and Dudley Council’s Code of Conduct for allotment holders.

**10 MONEY AND PROPERTY**

1) Money and property must only be used for the group’s purposes.

2) The committee must keep accounts. The most recent annual accounts can be seen by

anybody on request.

3) Committee members cannot receive any money or property from the group, except to

refund reasonable out of pocket expenses.

4) Money must be held in the group’s bank account. All cheques must be signed by 2

committee members who shall not be related or live at the same address.

**11 GENERAL MEETINGS**

If the committee considers it is necessary to change the constitution, or wind up the group, they

must call a General Meeting so that the membership can make the decision. The committee

must also call a General Meeting if they receive a written request from the majority of members.

All members must be given 14 days notice and told the reason for the meeting. All decisions

require a two thirds majority. Minutes must be kept.

1) Winding up - any money or property remaining after payment of debts must be

2) given to a charity with similar purposes to this one.

3) Changes to the Constitution - can be made at AGMs or General Meetings.

4) change can be made that would make the organisation no longer a not-for-profit

organisation.

5) General Meeting - called on written request from a majority of members.

6) The committee may also call a General Meeting to consult the membership.