

BOURTON ROAD ALLOTMENT HOLDERS SOCIETY

CONSTITUTION.

Name:

The name of the Association is Bourton Road Allotment Holders Society (BRAHS) .

Aims:

**To assist members in the pursuit of allotment gardening for recreation,
supporting cultivation and inclusive community fellowship.**

Objectives:

- To establish a positive relationship with the landlords and manage the site as allotment gardens in accordance with the terms of the tenancy agreement with the landlords.
- To model and promote high standards of organisation and behaviour amongst members.
- To help new gardeners on the site by making advice and help available where possible.
- To create a kind, supportive community and environment which promotes gardening for pleasure.

Members

- Members must be eighteen or over.
- As members they will automatically be made members of the National Allotment Association.
- No household may hold more than two full plots.
- Only one member may be registered per plot. A member may hold up to one full plot (or equivalent). Members that hold more than one full plot prior to this constitution may continue with their existing arrangements.
- A copy of The Constitution and the Rules of the Society shall be made available to every member on joining and available on the allotment site.
- Honorary roles may be made for members who have made exceptional long-term service to the BRAHS. At an AGM members may elect a Life President or present the Keys to the Allotments for exceptional service to the BRAHS. If the AGM appoints these positions they will be honorary, with no duties or additional voting rights and privileges as agreed by the AGM.

The Management.

- The BRAHS will be managed according to the Constitution and Rules. Changes to the Constitution or Rules may only be made at a general meeting.
- Management will be by a volunteer committee. Everyone on the Committee must be plot holding members of BRAHS.
- The Committee shall be made up of Chair, Vice Chair, Secretary, Treasurer, and three to seven other committee members. Details of their roles can be found in *Roles & Committee Meetings*
- There should be three appointed Trustees. The Trustees cannot be a part of the committee or life-partners with committee members.
- **Trustees shall sign a Declaration of Trust and one Trustee will ensure that the Trust's details are maintained with HMRC.**
- **All responsibilities to negotiate and sign the lease agreement, collect rent from members are delegated by the Trustees to the Committee.**
- All members of the Committee will be nominated from the members of BRAHS and will take office after voting at the AGM, holding office until the following AGM.
- If a vacancy arises on the Committee and needs to be filled this may be done by the committee co-opting someone into the role in an acting capacity. If it is necessary to co-opt a Chair, Vice-chair, Secretary or Treasurer, this should be taken to the members to vote on as soon as is practical and within three months. Members appointed will be full voting members of the Committee and count towards a quorum.
- All members should be invited to stand for election to the committee when there are vacancies.

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- The Committee shall be responsible for and have full power to supervise and manage the day to day work of the society according to the rules for the benefit of members.

General Meetings (AGM & EGM)

- The annual general meeting (AGM) should be within 13 months of the previous AGM and with twenty-one days' notice being given to all members. Nominations, agenda and accounts will be distributed to all members three or more days prior to the meeting.
- Any member may propose a motion in five or more days in advance for inclusion on the agenda or as any other business.
- The Committee may call an extraordinary general meeting (EGM) at any time. They should give at least ten days' notice.
- Six or more named members of the society may request an EGM in writing to the Committee, stating the business to be discussed. Any such motion(s) must be received by the Secretary 15 days prior to the requested meeting. The Secretary shall notify the membership without delay. No other business, other than that stated in the notice, shall be discussed at that meeting.
- Voting at a meeting should be by a show of hands or anonymous ballot by members present. Where it is not possible to hold a meeting then voting may be by ballot, with two weeks allocated for the submission of the votes. Each member will have one vote. A member is defined as the name and signature on the Membership Form. In the event of a tie, the Chair is entitled to have a casting vote. Any member who is in arrears with their rent is not entitled to vote until any arrears are paid.
- A quorum at a general meeting shall consist of 20% of the membership.

Finance

- The yearly payments for each plot should run from the 1st March to the 28/29th February. Changes to rent or deposits, when needed, is to be proposed by the Committee and approved at the AGM. They are payable between the AGM and the 31st of March.
- The Treasurer is responsible for the financial assets of the society. They are responsible for collecting and recording all payments from members, ensuring that all the invoices are paid in a timely manner. They must ensure that the society's financial assets are secure and report on the state of the club's finances to any interested active society member.
- The Treasurer shall make an up to date written report to the Committee at each general meeting on income, expenditure and liabilities.
- The Treasurer shall maintain a current account with a bank or building society in the name of the Society. Large purchases will need the approval of two of the following: Treasurer, Chair, Vice-Chair.
- Immediately prior to the AGM a Trustee or independent person nominated by the Trustees should undertake a check of the year's accounts and report on this at the AGM.

Dissolution

- If it is necessary or advisable to dissolve the BRAHS it shall call an EGM. If the proposal is confirmed by a two thirds majority of those present and voting, the Committee shall have the power to realise any assets held by, or on behalf of, the society. Any assets remaining after the satisfaction of proper debts and liabilities shall be distributed as determined at this EGM.