



Date last amended :06/12/2023

Date to be reviewed 06/12/2024

THE CONSTITUTION OF GRETTY STREET COMMUNITY ALLOTMENTS ASSOCIATION

RULES OF THE CONSTITUTION

1. Name

The formal name of the garden allotment site is Penkhull Terrace Allotments. The elected body responsible for managing the site and safeguarding the interests of its tenants shall be known as Gresty Street Community Allotments Association, hereafter referred to as the "Association."

Paid-up plot holders by default, become members of the Association, and shall hereafter be referred to as "Members."

2. Association Aims

"To develop a thriving, supportive and diverse community of gardening enthusiasts by sharing knowledge and best practices in allotment gardening and biodiversity with the aim of creating enjoyable, safe spaces that promote the social health and wellbeing of its members."

3. Objectives

The Association shall operate as a non-profit, to further the following objectives:

- a) To manage the Gresty Street Community Allotment site, equipment and ongoing improvements in facilities and standards, as well as encouraging and educating Members to do the same.
- b) To provide Members with information on best practices, current issues and matters of concern.
- c) To establish a good working relationship with Stoke-on-Trent City Council as proprietors with the objective of improving facilities and seeking opportunities for the advancement of the site.
- d) To source and administer funding in support of the Association aims.
- e) To take measures to protect Members and the site against damage, trespassing, and theft.
- f) To consult with residents, gardening associations, environmental organisations, and community groups in support of the Association aims.

4. Use of Name

The name "Gresty Street Community Allotments Association" shall be mentioned in all business letters, notices, advertisements, and other official publications of the Association, and for payments, cheques, and orders for money or goods, purporting to be signed by or on behalf of the Association, and in all bills, invoices, receipts, and letters of credit.

5. Official Communications

Any official communication shall normally be received and signed for by the Secretary on-behalf of the Association, or in the absence of the Secretary, by the Chair or Treasurer.



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6. Powers

The Association shall have full power to do all things necessary or expedient for the accomplishment of its objects. No sectarian or party-political questions shall be introduced into any meeting and no action of the society shall be directed towards the propagation of political or religious doctrines, racial or gender discrimination, or take part in any political party or religious denominational activities.

THE MEMBERSHIP

7. Association Membership

- a) Membership of the Association shall consist of existing paid-up plot holders. Applications for an allotment shall be considered by the elected Management Committee in a fair and transparent process.
- b) Consideration will be given to young people under the age of 16 with the correct supervision and safe guarding
- c) Where a tenancy is held in joint names or by a community group, Members shall be entitled to only one vote per member in any ballot.

8. Membership List

The Management Committee shall allocate the keeping of an alphabetical membership list updated annually to one of its members, in which shall be entered the following:

- a) Name, address, email address, and telephone number of each member
- b) Date of receipt of joining subscription and renewal subscriptions

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

9. Membership Fees

Members shall be required to pay annual fees for the allotments as may be determined by the Annual General Meeting, as part of the Treasurer's report, and be included in the agenda convening the meeting. Members joining part way through a fiscal year, will pay one twelfth for each month or part of a month remaining in the current fiscal year.

10. Termination of Membership

A member shall cease to be a member in the following eventualities:

- a) Non-payment of annual fees for a period of 6 weeks after due date
- b) Voluntary resignation
- c) Upon death
- d) Expulsion under Rule 11

11. Termination of Membership

The Committee, by a majority vote of the members present, may expel any member for conduct detrimental to the Association, provided that a notice specifying the conduct for which it is intended to expel, is sent to the member via the contact details provided. The tenant may appeal to the president and subject to that appeal will have two weeks' notice to clear the plot and return the key.



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GOVERNANCE

12. Governance and day to day management of the Association

Governance shall be conferred in:

- a) The General Meetings.
- b) Day to Day Management delegated to the Management Committee.

COMMITTEE OF MANAGEMENT AND OFFICERS

13. The Committee

The Association shall have a Management Committee, hereafter referred to as the Committee, drawn from the membership and elected by the Members at each Annual General Meeting (A.G.M.). Members interested in serving on the Committee shall be self-nominated and voted on to the committee by a majority vote of members present at the AGM.

The Committee shall comprise of four officers (the Chair, Vice Chair, Secretary and Treasurer), and as many volunteer members as deemed necessary to represent the Association.

14. Tenure

Tenure of any post on the Committee, and of all other offices voted for at a General Meeting, whether permanent or temporary, shall be voluntary, unpaid, and open only to Members of the Association. These Officers shall be elected for the ensuing year by majority vote at each A.G.M., with a **majority vote of members present**. Officers shall be eligible for re-election each year.

15. Mid-Term Vacancies

The Committee may fill any vacancy arising during the year. Members appointed will be full voting members of the committee.

16. President

The Annual General Meeting may elect a President this is an honorary post in place for the rite of the appeal of all members These offices will be honorary and non-voting unless the office holder is a member with normal voting rights.

17. Co-option

The Committee may co-opt any member to the Committee to assist in its work. Such co-opted members will be non-voting.

18. Attendances

Any Committee member who has failed to attend two meetings in any year for any reasons that are unacceptable to the Committee, will cease to be a committee member.



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19. Removal from Committee

The Committee may remove any officer or committee member from the Committee by a simple majority following an open discussion of the issues which includes, the individual member's opportunity to put their point of view. If required, the vote may be a secret vote, but the voting numbers will be recorded in the minutes.

20. Responsibilities of the Committee

The Committee shall:

- a) be responsible for implementing the Rules of the Association and shall meet at least four times a year. A true and accurate written record of the meeting shall be reflected in the Minutes. All meeting minutes shall be posted on the website.
- b) have full powers to supervise and manage the day-to-day running of the allotment site.
- c) uphold a duty of care for Members' wellbeing and safety onsite.
- d) actively encourage the preservation and improvement of soil fertility of each allotment plot and manage the site in an environmentally friendly manner.
- e) use the National Allotment Society recommendations as guidance in dealing with any issue that arises, not covered in the Association Rules.
- f) determine the powers, terms of reference and duration of a Sub-Committee.
- g) have powers to fill vacancies in the Committee, should they occur, until the next A.G.M.
- h) be responsible for the successful organization of the A.G.M.
- i) Stand down at each A.G.M. and can seek re-election.

18. Officers Roles and Responsibilities

The Chair: Chairs meetings, deal with plot holders, foster links with like-minded organisations, voluntary and community sector groups. Communicate with members. Facilitate site maintenance and prepare reports.

Vice Chair: In the absence of the chair, takes on the role and responsibilities of the Chair.

The Secretary: Writes and responds to official letters and communication, organizes, and maintain records of Committee and general meetings.

The Treasurer: Manages the Association finances, including the collection of members' rent, makes payments to suppliers, prepares financial reports, and deals with the auditor.



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ACCOUNTING AND REPORTING

19. Bank Account and Financials

The Committee has the power to determine how monies raised by or on behalf of the Association shall be applied to further the objectives of the Association.

- a) The Committee shall maintain a bank account in the name of the Association and all monies received from any source on behalf of the Association shall be paid into that account.
- b) Cheques shall be signed by a minimum of two signatories (Treasurer, Secretary, Vice Chairperson).
- c) The Treasurer shall keep records and accounts of all transactions and shall make them available for inspection by the Members.
- d) The accounts shall be audited or independently examined at least once a year by a person independent of the Committee, and whose appointment is agreed by Members at the A.G.M.
- e) A summary of the accounts for the preceding year shall be presented at the A.G.M.

GENERAL MEETINGS

20. The Annual General Meeting (A.G.M.)

Each year, the Committee shall set an A.G.M. date in January, during which reports are submitted by the Chair, Treasurer. Any proposals and/or amendments received shall be considered by the Members attending, and a new Committee shall be elected for the ensuing year.

At least 6 weeks advance written notice of the date and agenda shall be circulated to the Members. Items for the agenda shall be communicated to the Secretary in advance to allow sufficient preparation for the meeting.

21. Extraordinary General Meeting (E.G.M.)

An E.G.M. shall be held at such times as the Committee may determine necessary.

22. Voting

Voting shall be based on one vote per Association member, irrespective of the number of plots cultivated. Ten members shall form a quorum for the A.G.M. In the case of equal voting, the Chair shall have the casting vote.

23. Amendment to the Constitution

Changes to the Constitution may be proposed by any member of the Association. Any amendments shall be approved by a simple majority vote at either an A.G.M. or E.G.M.

24. Dissolution

Should the Committee, by a simple majority, decides at any time, on the ground of expense or otherwise, that it is necessary or advisable to dissolve the Association, it shall first call for an E.G.M., giving at least 6 weeks' notice. If such a resolution shall be confirmed by a simple majority of those present at such meeting, the Committee shall have the power to dispose of any assets held by or in the



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name of the Association. Any assets remaining after proper debts and liabilities, shall be donated to a charity for the benefit of the local community.