

## **Keynsham Allotment Association**

### **Constitution (Revised June 2021)**

1. The title of the Association shall be “The Keynsham Allotment Association” hereinafter referred to as “the Association”.
2. The object of the Association shall be “To encourage the cultivation of allotments”.
3. The Association will have a committee made up of four officers; Chairman, Treasurer, Site Manager, and Secretary plus up to six members who shall hold office for one year and be eligible for re-election at the AGM. The committee are authorised to co-opt additional members to the committee as required.
4. A quorum of no fewer than three committee members is required for a committee meeting.
5. The elected committee is empowered to deal with all the business of the Association and introduce new/temporary rules as circumstances dictate. These changes will be communicated to the membership at the time and permanent changes to the rules or proposed changes to the constitution will be notified in the agenda for the following AGM.
6. Elected officers will attend meetings with the local Town Council as required. The purpose of these meetings is to share information regarding the allotment site and any issues of mutual concern. These meetings are not concerned with the business of the Association and therefore no changes to its rules or constitution can be made at such meetings.
7. The Treasurer will keep a record of the Association’s accounts and a competent person will audit the accounts prior to the AGM. The financial year will run from the 1st January to the 31st December. All financial matters shall pass through the hands of the Treasurer. All withdrawals from the bank account shall be authorised by any two of the Chairman, Treasurer and Secretary whereas internet banking access and transactions will be available to only one. The Treasurer’s financial statement is to be presented for approval at the AGM.
8. The Secretary will keep a record of members of the Association which will include; names, addresses, telephone numbers, car registration numbers and email addresses. This information will only be used for the purpose of communication with the membership and will not be shared with any other party.
9. The Site Manager will deal with the renting of vacant plots and keep a record of potential members by way of a waiting list. Vacant plots will be offered strictly on a “first come first served” basis. Existing members can only be allocated additional plots provided there is no other person on the waiting list.

10. The Secretary will keep minutes of all meetings and deal with correspondence to and from the Association. Where required postal communication will be applied but in the main this will be done via email. It is incumbent on the membership to notify the secretary of any changes to the member's contact details. The Association cannot be held responsible for missed communication if the member has not notified the Secretary of such changes.

11. The Secretary shall prepare a report on the work of the Association for presentation at the AGM.

12. Membership of the Association is conditional on payment of the annual membership fee in addition to signing of the current tenancy agreement. The membership year will run from the 1st February to the 31st January. Payment of fees is due by no later than the end of January and must be paid by the AGM. Failure to pay by the date of the AGM may result in immediate termination of membership. Only members are entitled to vote at the AGM. Membership fees are non-refundable.

13. Members are able to resign from the Association at any time but must do so in writing to the Secretary.

14. The committee can terminate any membership if the person breaches the rules of the Association as outlined in the tenancy agreement. Notice of membership termination will be given in writing stating the reasons for termination.

15. Members wishing to raise any matter concerning the allotment site, other members or how the business of the allotment is being managed must do so in writing to the Secretary.

16. The AGM will be held on the first Thursday in February and the agenda of each AGM shall be publicised three weeks or earlier before the AGM. Members wishing to raise propositions at the AGM must submit them in writing to the Secretary for inclusion in the agenda. Propositions will include; changes to the elected committee, rule changes or changes to the constitution and any other matter appertaining to the business of the Association. Written propositions must be received no later than the 31st December preceding the AGM. All propositions will need to be seconded by another member at the AGM before a vote can be taken.

17. The annual membership fee will be reviewed by the committee and any recommended changes will be raised for approval at the AGM. Any change to the fee will be applicable to the following membership year.

18. The Association shall be absolutely non-political and non-sectarian. Subjects referred to at meetings shall be strictly germane to the objects of the Association.

19. A two-thirds majority of members attending the AGM is required to alter any part of the Association's Constitution.

20. Extraordinary General Meetings may be called by the Secretary at the request of the Chairman or any six full members of the Association. Such requests must be made in writing stating the business to be brought before the meeting. Twenty one clear days notice must be given to members if such a meeting is to take place. At Annual or Extraordinary General meetings a quorum shall consist of twenty full members.