The name of the Society shall be **Newick Allotment Society** ("the Society")

1. **Aims and Objectives**

**The aims and objectives of the Society are to:**

* 1. **Promote all member’s legitimate interests and activities in the field of allotment gardening;**
  2. **Work with Newick Parish Council to manage the allotments effectively and fairly and to maintain and improve facilities;**
  3. **Provide support, mentoring and advice (if requested); particularly for new members;**
  4. **Wherever possible to encourage biodiversity and gardening methods which do not harm the environment generally and actively promote a healthy and safe surrounding for members and their families;**
  5. **Develop links with groups and organisations with common interests locally and nationally.**

1. **Governance of the Society**
   1. **The governance of the Society shall be the responsibility of the Committee, elected by the members at the AGM of the Society.**
   2. **The Committee of the Society shall be comprised of a Chairman, Treasurer, Secretary and a Membership Secretary; these will be the officers of the Committee. A maximum of five additional Ordinary Members will also be elected to the Committee.**
   3. **Officers of the committee will be elected for a period of two years and other members of the committee for a period of one year.**
   4. **Two officers of the committee will be elected in alternate years.**
   5. **For the initial committee the Chairman and Treasurer will be elected for three years.**
   6. **A quorum for a committee meeting will be a minimum of 50% of the elected members present. When unable to attend committee meetings or other meetings of the Society, the Chairman will appoint another officer to act as a replacement for that meeting.**
   7. **The Committee can temporarily co-opt additional Ordinary Members to the Committee for specific purposes as and when the need arises.**
2. **Meetings**
   1. **The annual general meeting will be held in September at which all members will be entitled to vote on any motions presented to the meeting for approval.**
   2. **The Secretary will advise members of the date of the annual general meeting at least two weeks prior to the date of the meeting.**
   3. **An Extraordinary General Meeting (EGM) of the Society will be held if the Secretary receives a request for such a meeting supported by 25% of the Members of the Society or at the discretion of the Committee. The EGM will be held within four weeks of the Secretary receiving a request for such a meeting.**
   4. **A quorum for an Annual or Extraordinary General Meeting shall be 20% of the members of the Society.**
3. **Membership**
   1. **Membership of the Society is open to all individuals sharing the above Aims and Objectives, who reside within the Parish of Newick, subject to the approval of the Committee.**
   2. **Members must be 18 years or older.**
   3. **Applications for membership of the Society shall be approved by the Committee.**
   4. **Membership and annual fees will be reviewed annually by the Committee and approved by the Members of the Society at the Annual General Meeting.**
   5. **Members must provide their current address, telephone number and e-mail address and notify the Membership Secretary of any changes.**
   6. **A register of members and their contact details shall be kept by the Secretary as part of the administration of the Society.**
   7. **Members of the Society shall comply with the rules of the Newick Allotment Society which may be amended from time to time at the Annual General Meeting. Failure to comply with the rules may lead to termination of a membership as determined by the committee.**
   8. **A non-refundable membership fee is payable on approval of an application to join the Society.**
   9. **Membership subscriptions shall be determined at an AGM and become due on 31st August each year. Membership shall cease if the annual subscription is more than 30 days overdue, or on the death, resignation or expulsion of an individual member.**
   10. **When a Member is allocated plot an annual fee, in addition to their Membership subscription, will be payable. These fees will be managed independently of Membership Subscriptions and will be subject to the rules governing that specific plot.**
4. **Finance**
   1. **The Society shall have an appropriate bank account, payments from which must be authorised by two out of the three authorised signatories.**
   2. **The authorised signatories will be the Chairman, Secretary and Treasurer of the Committee.**
   3. **The Treasurer shall prepare a brief summary of the Society’s finances for each Committee meeting.**
   4. **The accounts of the Society shall be independently audited annually and audited statement of accounts be provided for the AGM.**
   5. **The accounts and the appointment of the independent auditor shall be approved by the Members at the Annual General Meeting of the Society.**
   6. **Any substantial or accumulated surplus of income over expenses shall be used for the benefit of the Society.**
5. **Affiliations**
   1. **The Society may affiliate to any organisation sharing its aims and objectives, such affiliations to be decided by the Committee and presented to the membership for approval. Membership of any affiliation must be proposed and agreed at the AGM.**
6. **Appeals**
   1. **Any voting members wishing to challenge a decision made by the Officers of the Society or the Committee (e.g. in the event of an expulsion from the Society), may, initially, appeal to the Chairman of the Committee, who will raise the matter at a Committee meeting and if still not satisfied, may appeal to a general meeting of the Society but to no other organisation.**
7. **Amendments**
   1. **This Constitution may only be revised or amended by a two thirds majority of those members entitled to vote present at the AGM or an EGM of the Society.**
8. **Dissolution**
   1. **The Society shall only be dissolved by a motion passed and attested to by the signatures of at least three quarters of the voting members.**
   2. **All outstanding liabilities will be settled and any assets or surplus fund on dissolution shall be distributed to local organisations agreed by the Committee.**
9. **Data Protection**
   1. **As a non-profit organisation, Newick Allotment Society is exempt from the requirement to register with the Information Commissioner for the management of any personal information obtained through the normal business of the Society.**
   2. **The principles of the Data Protection Act 1998 (DPA) remain applicable however and should continue followed. This section gives guidance on how any personal information should be managed appropriately. Any reference to Newick Allotment Society applies equally to both the Society as a body and any individual member or officer of the Society.**
   3. **The Society must comply at all times in relation to personal data (Section 1(1) of the Data Protection Act) with the DPA and any equivalent or associated legislation and not to knowingly do anything to be done which might lead to a breach. Such provisions include but are not limited to:**
10. *Adopting appropriate security measures to prevent unauthorised or unlawful processing of such personal data and accidental loss or destruction of or damage to it;*
11. *Not retaining such personal data for any longer than is necessary and securely destroying it when no longer required and*
12. *Not disclosing information to any third party without prior knowledge or consent of an individual who is the subject of such personal data*

**Processing Data**

* 1. **Under the Data Protection Act the Society must:**

1. Only collect information that it needs for a specific purpose – Always ask the question 'Do I really need to keep this item of information on file?';
2. Keep it secure – Do not allow members access to each other’s personal data. A common breach of this principle is to send an e-mail “To” all members which means that everyone can see all of the e-mail addresses. Instead the e-mail should be sent to the author's email account and sent "Bcc” to everyone else;
3. Ensure it is relevant and up to date;
4. Only hold as much as data as needed and only for as long as it is needed. – There are good reasons for holding ex plot holders’ details for a time in case of further contact but the need for this and other 'old' data should be reviewed periodically;
5. Allow the subject of the information to see it on request – This is a legal right.
   1. **Committee Members are entitled to access all information held by the Society or its officers acting for the society but they should refrain from asking for personal data unless they need it to discharge their duty as a member of the Committee.**

**Privacy Statement**

* 1. **The following statement will be included on the Membership Application Form for the Society and may also be included in other documents; for example when a Member becomes a plot holder.**

*"The contact details, allotment history and other information relevant to their membership of Newick Allotment Society or any tenancy, will be stored by the Society and may be kept on computer.  This information will be used only for the management and administration of the Society and any relevant site and will not be disclosed to third parties unless the Society is required to do so by law. Any member may inspect the information held by the Society about him or her on request.*

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**The above Constitution was approved and adopted at**  **the Extraordinary General Meeting of the Society on 20th June 2013**

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