

Our constitution

Summary of Main Changes

Section 11 (Dissolution)

- now section 10
- amended to reflect that the agreement with the Town Council now states that any monies left over will be paid back to the council. Previously they were stated to be paid to another local allotment association.

Midsomer Norton Community Allotments Association

1. Name

Midsomer Norton Community Allotments Association.

2. Aims

To maintain, develop and improve the site in the interests of the allotment holders and the landlord, Midsomer Norton Town Council by:

1. Managing the individual allotments as tenants to the landlord by:
 - Collecting rents
 - Managing the waiting list
 - Ensuring that plots are maintained appropriately
2. Identifying site improvements and liaising with the landlord to implement them
3. Providing a line of communication between the allotment holders and the landlord

3. Powers

In order to achieve its aims, the Association is empowered to:

1. Raise money
2. Open bank accounts
3. Acquire and run buildings and equipment
4. Take out insurance
5. Organise courses and events
6. Work with similar groups and exchange information and advice with them
7. Liaise with the landlord in order to fulfil its aims and legal obligations

4. Membership

Membership of the Association is automatic for all tenants who have paid their allotment rental for the current year. Failure to pay will result in the tenant losing their plot.

1. The membership may be terminated by the Management Committee where the rules of the Tenancy Agreement are not followed. The process for this is as follows :-
 - An informal enquiry will be sent to the tenant pointing out the issues and asking if they plan to continue cultivating their plot.
 - Should no response be received or no action taken to correct the issues then a second letter will be sent asking for the issues to be acted on in the next 3 weeks.
 - If there is still no attempt to remedy the situation then a notice to quit letter will be sent.
 - The tenant shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

5. Management

1. The Association shall be administered by a Management Committee consisting of the Officers plus up to 6 additional individuals who may serve on the Committee either in specific roles as agreed by the Management Committee or in a general role.

1. Members will serve for a 3 year term after which the position will become vacant. Should the retiring member wish to continue then they may put their name forward for election at the AGM.

1. The Officers of the Management Committee shall be

- The Chairperson
- The Treasurer
- The Secretary
- The Site Officer

2. The Management Committee may also co-opt onto the Committee up to three additional individuals in an advisory and non-voting capacity that it feels will help to fulfil the aim of the Association.

3. The Management Committee shall meet at least 3 times a year. A minimum of three Management Committee members must be present for a Management Committee meeting to take place.

4. Voting at Management Committee meeting shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.

5. The Management Committee shall have the power to remove any member of the Committee for good and proper reason provided that the member concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

6. The Management Committee may appoint any other member of the Association as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.

6. The Duties of the Officers

1. The Chairperson:

- chair meetings of the Committee and the Association
- represent the Association at functions/meetings that the Association has been invited to
- act as the spokesperson of the Association when necessary

1. The Secretary:

- keep a membership list including contact details
- manage the waiting list
- prepare in consultation with the Chairperson the agenda for meetings of the Committee and the Association
- take and keep minutes of all meetings
- collect and circulate any relevant information within the Association
- communicate with current and potential members and the landlord as necessary
- send out invoices for rent prior to the AGM
- ensure that adequate insurance cover is provided

1. The Treasurer:

- supervise the financial affairs of the Association
- keep proper accounts that show all monies received and paid out by the Association

- provide a summary of the accounts at each Committee meeting and a full set at the AGM
- allow the accounts to be audited by the Council at a time of their choosing or by any ordinary member of the Association on request
- collect rent and monitor payments sending out reminders via the secretary as required
- pay the annual plot rental invoice from landlord

1. The Site Officer

- act as a contact to new plot holders to advise as required
- carry out monthly checks of the site to identify any potential problems
- carry out checks of the plots every 2 months to ensure that they are being maintained in accordance with the Tenancy Agreement.
- Report back to the Committee on any issues identified

7. Finance

1. A bank account is to be held in the name of the Association.

1. All monies received by the Association shall be paid into this account and applied to further the aims of the Association and for no other purpose.

1. Any cheque issued shall be signed by the Treasurer and

one of two other nominated members of the Management Committee.

1. The Association shall ensure that its accounts are checked by an independent person i.e. someone who is not on the committee and are made available to be audited by the Town Council.

1. The Association will pay reasonable out of pocket expenses incurred whilst carrying out specified duties for and with the prior agreement of the Association.

8. Annual General Meeting

1. The Association shall hold an AGM in the month of October or as close as possible to that date.

2. All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.

3. The business of the AGM shall include:

- receiving a report from the Chairperson on the Association's activities over the year
- receiving a report from the Treasurer on the finances of the Association
- electing new Management Committee members
- review of any changes to the tenancy agreement
- acceptance of rule changes to the Constitution (this will be by a two thirds majority of members voting)
- any other business
- Items for discussion at the AGM must be submitted to the secretary at least 7 working days before

- the meeting to allow preparation for the meeting.
4. At least 20% of the members must be present for the Annual General Meeting to take place.

9. Other Meetings

1. An Extraordinary General Meeting may be called by the Management Committee or any 7 members to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Extraordinary General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

1. An additional meeting / social will be organised each year sometime in the weeks after Easter. All members shall be entitled to attend and vote on any items arising.

10. Dissolution

The Association may be wound up at any time if agreed by two-thirds of those members present and voting at the AGM. In the event of winding up, any assets remaining after all debts have been paid shall be returned to the Town Council.