

# DRAFT

## **The Constitution of the Vinery Road Permanent Allotment Society Ltd** **Trading as Burnside and Vinery Allotment Society Ltd**

### **1. Name**

Burnside and Vinery Road Allotment Society Ltd (by guarantee) hereafter the Society.

### **2. Official Communication**

Shall normally be signed for on behalf of the Society by the Secretary or in absence the Chairman or Treasurer.

### **3. Aims**

To develop a thriving, attractive and multifunctional allotment site that benefits plot holders, visitors, the local community and wildlife.

### **4. Objectives**

The Society will operate as a non-profit making organisation to further the following objectives:

1. The prime objective of the Society shall be to promote the use of the allotments and encourage their proper cultivation.
2. To be carbon negative, by encouraging recycling, reusing, composting and organic growing.
3. To seek and administer funding in support of the Society's aims.
4. To continue a good relationship with Cambridge City Council as Landlords.
5. To manage the site and seek ongoing improvements in standards and facilities

### **5. Membership**

Membership of the Society shall be open:-

- a. To existing members and new members resident local to the CB1 area of Cambridge
- b. To all persons over the age of 18, who having made an application for an allotment, have been approved by the site management and granted a tenancy. Where the tenancy is held in joint names or by a community group, membership may be in joint names and will entitle one vote in any Society ballot. Plot-holders under the age of 18 may be admitted as junior members free of charge.

- c. Anyone interested in supporting the site but who are not plot-holders have the right to join as Associate Members. Associate Members shall not have the right to vote at Members meetings.
- d. As the society is limited by guarantee, each member shall pay £1.00 in event of any such claim against it. No member has any further liability as long as their actions are honest and legal.

## **6. Termination of Membership**

The General Committee shall have the right, for good and sufficient reason which includes non-payment of any subscription or breach of site rules, to terminate membership, provided that the individual member shall have the right to be heard by the Committee before a decision is made.

## **7. Subscriptions**

All individual members shall pay such subscriptions as the members may determine at an Annual General Meeting (A.G.M.).

## **8. Society Committee**

a) The Society will have a Committee drawn from membership of the Society and elected by the members at each A.G.M. The Committee may determine the powers and terms of reference of any Sub Committee and duration of its activities.

b) The policy and general management of the affairs of the Society shall be conducted by a Committee, which shall be responsible to the Annual General Meeting of the Society.

c) All Society members are eligible to be nominated for the Committee. Individuals interested in serving on the committee will need to be nominated by two existing society members.

d) The officers of the Committee will be a Chairperson, Vice Chairperson, Secretary and Treasurer plus as many additional committee members, to represent the membership as a whole, as the members decide at each A.G.M. The posts Chairperson, Vice Chairperson, Secretary and Treasurer will be a fixed term of two years. Other committee members stand down at each A.G.M. but can seek re-election at the same meeting. The Chairman, Secretary and Treasurer will be elected at the end of their two year term by the new committee at the first committee meeting following the AGM.

e) The Committee shall usually consist of 10 members.

f) If vacancies occur among its members, the Committee shall have the power to fill these until the next A.G.M. from amongst the members of the Society.

g) The Committee will meet at least 6 times a year. A written record of the meeting will be made. A quorum at a committee meeting shall be 4, including at least two officers of the

Committee. The committee will have full powers to supervise and manage the day to day work of the Society.

h) There shall be appointed an Auditor, or other person, who is not a member of the Committee, to independently examine the accounts and submit a Report to the Annual General Meeting.

## **9. Annual General Meetings (A.G.M.)**

An A.G.M. shall be held each year. At least 14 days' notice shall be given of the A.G.M. notice shall be displayed on site notice boards and e-mail sent directly to members.

Audited/independently examined accounts, Chairpersons and Secretary's report shall be presented, any proposals to amend the Constitution received and a Committee elected for the ensuing year. An Extraordinary General Meeting (E.G.M.) may be held at such times as the Committee may determine or at the request of at least 10 members of the Society. 10 members shall form a quorum, for the AGM and in the case of equal voting the Chairperson shall have a casting vote. Voting shall be on the basis of one vote per allotment holder, irrespective of the number of plots cultivated

## **10. Finance**

a) The Society's Committee has the power to determine how monies raised by or on behalf of the Society shall be applied to further the objects of the Society and for no other purpose.

b) The Treasurer shall keep proper account of the finances of the Society and shall open a bank account in the name of the Society.

c) The accounts shall be audited or independently examined at least once a year by a person independent of the Committee and appointed by the Annual General Meeting.

## **11. Dissolution**

If the Committee, by a simple majority, decides at any time on the ground of expense or otherwise it is necessary or advisable to dissolve the Society it shall, giving at least 14 days notice, by usual methods, call a Special General meeting of all members of the Society. 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 name of the Society. Any assets remaining after meeting of any proper debts and liabilities shall be donated to the Arthur Rank Hospice.

## **12. Alterations to the constitution**

Changes to the Constitution may be proposed by any members. Any amendments to the Constitution may be approved by a simple majority at either an A.G.M. or S.G.M.

THIS CONSTITUTION was adopted as the constitution of The Burnside and Vinery Allotment Society Ltd at a meeting held at

\_\_\_\_\_ on \_\_\_\_\_ 20

Signed \_\_\_\_\_ (Chairperson)

Signed \_\_\_\_\_ (Secretary)