

## **NORTHFIELDS ALLOTMENT ASSOCIATION**

### **CONSTITUTION**

#### **NAME**

The name of the Association shall be The Northfields Allotment Association (hereafter called the Association).

#### **OBJECTIVES**

To provide mutual help and support to members through sharing knowledge, equipment and resources

To run an allotment shop for the benefit of and open to full members and associate members

To encourage and support good gardening within the local community by working with other allotment associations, local schools and local gardening voluntary groups

To organise and take part in meetings, exhibitions, displays and other related events

To raise funds and invite and receive contributions by legal means (other than permanent trading)

To encourage membership of the National Allotment Association

To work with South Tyneside Local Authority (the landlord) to ensure that allotments are tidy, properly cultivated, used only for gardening purposes and are not left overgrown

#### **MEMBERSHIP**

Full membership of the Association shall be open to any tenant and registered helper of the Northfield Allotment site. Associate membership shall be open to any member of the local community on payment of an annual subscription.

Annual subscriptions for both full and associate members shall be determined by the Association committee subject to agreement at the Annual General Meeting.

#### **COMMITTEE**

Membership of the committee shall be by election and open to full members of the Association.

The Committee shall be made up of no less than five and no more than seven members, including a chairperson, secretary and treasurer. The committee may co-opt up to two Association members with specific knowledge and skills or for a specific task and only for a specified period. Co-opted members will have no voting rights.

The committee shall meet as often as it thinks necessary to attend to the normal running of the Association.

The committee shall be responsible for the management of all aspects of the allotment shop including the ordering and control of stock as well as the financial management of the shop.

### **NOMINATIONS TO THE COMMITTEE**

Committee members shall be elected by the AGM for a period of one year. Retiring committee members may put themselves forward for another term of office at the AGM.

Nominations for the committee should be with the secretary seven days before the AGM.

### **ANNUAL GENERAL MEETING**

The Annual General Meeting of the Association shall be held in April each year or at such other time as determined by the committee but not more than fifteen months since the previous AGM.

The business of the AGM shall include

- consideration of the annual accounts

- consideration of a report of the Association's activities during the previous year and priorities for the following year

- election of the committee for the following year

- election of two independent inspectors for the following year

- any other business put forward for discussion by Association members

The secretary shall give members no less than fourteen days advance notice of the meeting being held.

All elections at the AGM shall be determined by a simple majority vote and only full members of the Association may vote.

All items for Any Other Business should be notified to the secretary not less than seven days before the meeting.

### **FINANCE**

All funds raised from whatever source must only be used to further the objectives of the Association.

A bank account or accounts shall be opened in the name of the Association and all monies paid into that account. There shall be three signatories to the account and all cheques must be signed by not less than two of the authorised signatories.

The treasurer shall keep a record of all financial transactions and shall present regular reports to the committee and shall provide a written balance sheet summary to members at the AGM.

The accounts shall be audited at least once a year by two inspectors appointed at the AGM.

## **AMENDMENTS TO THE CONSTITUTION**

This constitution may be amended at an AGM by a resolution passed by a two thirds majority of members present or at a special meeting called for this purpose.

No resolution may be passed which would prevent the Association from pursuing strictly charitable purposes.

## **DISSOLUTION**

The Association may be dissolved at any time by a resolution passed by a two thirds majority of members present at a meeting held for that purpose.

In the event of dissolution the committee shall be the sole body responsible for the orderly winding up of the association's assets and affairs.

After the settlement of all debts and liabilities any remaining monies and assets shall be transferred to such other local associations or groups having objectives similar to those of the Association.