

# *Coppice Road Allotments Association*

## **Constitution**

## **Name**

The Name of the Association shall be Coppice Road Allotments Association. All references to 'the Association' in the following clauses and paragraphs in this Constitution shall be taken to mean 'Coppice Road Allotments Association'.

## **Purpose & Aims**

The purpose of 'the Association' is to promote the interests of the plot-holders at the Coppice Road Allotments, by providing a representative body in their dealings with Poynton Town Council, other Authorities, and the general public.

The aims are;

- a. To further the upkeep and development of the Coppice Road Allotment site, and to foster good allotment gardening practice for the mutual benefit and enjoyment of all plot-holders.
- b. To provide a forum for plot-holders to exchange views and knowledge on allotment gardening and other topics of mutual interest, and to engender fellowship between members.
- c. To seek out such benefits as may be available for the mutual advantage of members.

## **Membership**

Membership of 'The Association' is mandatory to those persons holding a current tenancy of an allotment on the Coppice Road (Poynton) Allotments Site, and who has paid a Joining Fee and agrees to pay thereafter an annual subscription and who agrees to abide by the Constitution and Conditions of Tenancy and bonfire regulations. Membership may be terminated upon failure to pay subscription, breach of the constitution or misconduct.

The Membership Year of 'The Association' shall be from October 1 to September 30 inclusive, and annual subscriptions fall due on October 1. The amount of the annual subscription shall be determined each year by vote at the Annual General Meeting of 'the Association'. Any change in subscription will be applied from the next membership year following the AGM.

### **Honorary Membership**

'The Association' may bestow Honorary Membership on members who have been of exceptional service, or other persons who have been, or are, of assistance to 'the Association'. There is no subscription payable for Honorary Membership, nor are there any voting rights, but all other benefits are applicable.

## **Management Committee**

The Membership shall elect at each Annual General Meeting, a Management Committee, to carry out the business of 'the Association'.

The Management Committee shall be comprised of the following Officers and Ordinary Members,

- Chairman
  - Vice-Chairman
  - Honorary Secretary
  - Honorary Treasurer
- not less than 3, up to 5, Ordinary Committee Members

The above shall hold office until the next Annual General Meeting, or until otherwise determined by Extraordinary General Meeting. All Officers and Members shall be eligible for re-election to the Committee. If an Officer or Committee member resigns, or withdraws mid-term, the remaining Committee may appoint a member to that position until the next Annual General Meeting, or Extraordinary General Meeting.

### **Subcommittees**

The Management Committee may form subcommittees for the purpose of dealing with a particular project, or overseeing a particular area of responsibility, such subcommittees shall have at least one member of the Management Committee as Chairman and at least 2 other members who may be members of the Management Committee, or co-opted from the wider membership of 'the Association'. The Term of Office of such subcommittees shall automatically lapse at the completion of the project or at the next Annual General Meeting, whichever is earlier.

## **Meetings**

### **Annual General Meeting**

There shall be an Annual General Meeting, to be held each year, not later than the last day of September. The Annual General Meeting is for the purposes of election of Officers and Members of the Management Committee, receiving the annual reports of the outgoing Chairman, Secretary and Treasurer, voting on the acceptance of the audited accounts for the previous year, the appointment of Auditors for the next year, agreeing the rate of Subscription for the next year, voting on any changes to the Constitution, voting on any special Resolutions, previously notified to the membership, and any other business. A quorum shall be one third of the membership. At least 7 days notice, in writing, of the Annual General Meeting is to be given to the whole membership.

### **General Meetings**

There may be up to three further General Meetings, per year, for the purpose of reviewing progress to date and voting on any proposed and seconded resolutions, providing such resolutions do not entail a change to the constitution, or the election of Officers. A quorum shall be one third of the membership

### **Extraordinary General Meeting**

An Extraordinary General Meeting may be called at any time, to deal with any particular matters that possess an urgency requiring prompt attention of the whole membership.

An Extraordinary General Meeting may be called by the Management Committee, or by any member of 'the Association', with the support of one third of the membership.

The business of Extraordinary General Meeting will be to deal exclusively with the matters for which it was called, and no other purpose. Normally a minimum of 3 days written notice shall be given but in cases of extreme urgency a meeting can be held as soon as a quorum of one third of the membership can be gathered.

### **Management Committee Meetings**

The Management Committee shall hold meetings at a frequency determined in the light of the business requiring its attention. A written notice of 7 days, with an agenda, will be issued. A quorum shall be 3 members, at least one of which, is an Officer of 'the Association'.

## **Finances**

The Financial Year of 'the Association' shall be from April 1 to March 31 inclusive.

The control and responsibility for all monies and assets of 'the Association' is vested in the elected Honorary Treasurer, who will maintain a separate, accurate and up to date set of accounts. The accounts shall be made available for inspection at any time to any member, given a reasonable amount of notice in writing

'The Association' shall appoint bankers, who shall be fully accredited and registered in the UK, to provide banking facilities. The Treasurer and upto two (2) other Committee Members shall be designated as authorised signatories, and two (2) signatures will be required to issue cheques or payments by 'the Association'.

The Treasurer may invest any surplus monies not immediately required for the day to day running of 'the Association', provided that the capital invested is protected against loss, and said capital is realisable at reasonable notice.

The Treasurer may use 'the Association's' monies for the purchase or acquisition of physical assets, provided that such assets are for the use and benefit of the membership. The Treasurer will keep a register of such assets, together with their original and current values. Such asset values are to be included in any Balance Sheet.

At the end of each Financial Year, the Treasurer will prepare a Financial Report including a Statement of Profit and Loss, and a Balance Sheet as of March 31, for submission to the auditors, before presentation of the Audited Accounts to the Annual General Meeting. In the event of any dispute or irregularity, the auditors shall report this to the Committee. The Committee may then call upon the services of an outside auditor to re-audit the accounts.

**Auditors:** One or two members of 'the Association' who are not Committee Members shall be elected at the Annual General Meeting to act as Auditors for that year. They shall be eligible for re-election for no more than two consecutive terms of office.

## **Voting**

At all ballots or elections each member, not in arrears with their subscription or rent, shall be entitled to one vote. In the event of a tied result the chairman of the meeting shall have one additional, or casting vote, except when the vote is for a change in the Constitution.

### **Proxy Votes**

A member who is unable to attend a meeting in person may appoint a Proxy to vote for them. The proxy may be a member of the Committee or any other member eligible to vote. In this event the member must inform the Committee in writing of his voting intentions and of his nominated proxy.

### **Postal Ballots**

In the event of insufficient attendance at any meeting to make up a quorum, the Committee may organise a postal ballot to determine the wishes of the membership.

## **Remuneration and Expenses**

As 'the Association' exists for the mutual benefit of the membership, all members giving of their time or services, do so voluntarily and freely, without monetary reward or expectation of personal gain.

Necessary expenses incurred in giving of such services, will be reimbursed by 'the Association', provided they have the prior approval of the Management Committee. Documentary evidence of such expense is to be provided to the Treasurer before reimbursement can be made.

In exceptional circumstances, where a member has given outstanding or meritorious service to 'the Association', 'the Association' may, at its discretion, award, in recognition, a modest honorarium.

## **Risk**

All members should take all reasonable care whilst engaged in any activities on behalf of 'the Association'. 'The Association' does not indemnify members or third parties for loss or injury and accepts no liability to do so, unless engaged in bona-fide authorised activities held by, or on behalf of, 'the Association'.

## **Affiliations, Discrimination, Legality**

'The Association' shall have no political, racial, or sectarian affiliations.

'The Association' may have affiliations with other organisations that have similar aims.

'The Association' will operate a policy of non-discrimination.

'The Association' will observe English Law.

## **Trading**

'The Association' may engage in limited trading with members, their families and friends, providing such trading is directly related to the activities of 'the Association', and all profits are used for the furtherance of 'the Association's' aims and purpose.

## **Liquidation or Winding up**

In the event of the winding up of 'the Association' all assets are to be liquidated, and all monies remaining, after the discharge of all debts and obligations, are to be disbursed in equal parts to all members having current membership at the time of winding up. No claims from any former members or any other person will be entertained.

## **Changes to the Constitution**

This Constitution may only be changed by vote of a clear and simple majority of the entire membership at an Annual General Meeting or at an Extraordinary General Meeting called for that express purpose, or by postal ballot. Any resolution proposing a change to the Constitution which does not gain such a majority of the entire membership, fails.

In any vote on changes to the Constitution, the Chairman may not exercise a casting vote.