

Moor Pool Allotment Association

MPAA Constitution Rev 002.

1. Name.

The name of the Association shall be the Moor Pool Allotment Association.

2. Communications.

Official communications shall be received and signed on behalf of the society by the Secretary or in the absence of the Secretary by the Chairman or Treasurer.

3. Objects.

- 3.1 To actively seek to promote the continued and active use of the allotments on the Moor Pool Estate.
- 3.2 To encourage the maintenance of the allotments in a manner which enhances the Moor Pool Conservation Area.
- 3.3 The protection of members' interests especially of their security of tenure.
- 3.4 To stimulate interest in and to encourage a commitment towards horticulture in allotments and gardens.
- 3.5 To purchase, on a co-operative basis, supplies and or equipment for the use of the members.
- 3.6 To preserve the existing allotment sites and, where possible, to assist members in the restoration of overgrown allotments.
- 3.7 To facilitate the sharing of knowledge between allotment gardeners and to preserve skills.
- 3.8 To oversee the development of the Moor Pool allotments for the benefit of the Members of the organisation in accordance with the Association's General Rules.
- 3.9 To represent and promote the interests of plot holders.
- 3.10 To promote a greater understanding of allotment gardening among the local community and beyond, including its contribution to the biodiversity, environmental sustainability, landscape value and amenity of the allotment sites.
- 3.11 To foster good relations with residential neighbours, and local statutory & non-statutory bodies.
- 3.12 To practice good governance and follow participatory & non-discriminatory principles, and to adhere to the current Data Protection legislation and all other acts and regulations relevant to unincorporated associations, if they apply.

4. Powers.

The Association shall have full power necessary to do all things necessary or expedient for the accomplishment of its objects, including taking on membership of appropriate associations. No sectarian or party-political questions shall be introduced into any meeting and no action of the Association shall be directed toward the propaganda of political or religious doctrines, racial or gender discrimination or take part in any political party or religious denominational activities.

5. Use of Name.

The name shall be used in all business letters of the Association, notices, advertisements, and other publications of the Association and payments, cheques and orders for money or goods purporting to be signed by or on behalf of the Association, and in all bills, invoices receipts and letters of credit to the Association.

6. Members.

- 6.1 Membership classes consist of Full, Associate and Honorary.
- 6.2 Full membership is available to those who rent or actively work an allotment on the Moor Pool Estate. Full membership shall be limited to 4 Full Members per plot defined in tenancy agreement.

6.2.1 A Full Member unable to rent or actively work an allotment due to circumstances outside their control may apply to Committee to retain their Full membership until the end of the financial year.

6.3 Associate membership is available to those who wish to support the MPAA.

6.4 Honorary membership is reserved for individuals the Committee consider have made an exceptional contribution to the Association. The Committee will propose an honorary member for election by members at the AGM.

7. Subscriptions.

Members shall be required to pay such annual subscription as may be determined by the Annual General Meeting as part of the Treasurers report and be in the Agenda convening the meeting. Members joining through the year shall pay 1/12th for each month or part of a month remaining in the current financial year.

8. Financial Year

The Financial year shall be from the 1st of January.

9. Cessation of Membership.

A member shall cease to be a member in the following eventualities.

9.1 The member's death.

9.2 The member's resignation.

9.3 The non-payment of the annual subscription thereof for a period of 3 months after it has become due.

9.4 The expulsion of a member. (See 10)

10. Expulsion

An Annual General Meeting or Special General Meeting may by a vote of 2/3 of the members present and entitled to vote, expel any member for conduct detrimental to the Association provided that a notice specifying the inappropriate conduct for which it is intended to expel is sent to the member at the address entered in the List of Members at least 28 days prior to the date of the meeting.

11. List of Members.

11.1 The Committee shall allocate the keeping of a membership list updated annually to one of its members.

11.2 The List shall include the name, address, e-mail address, telephone number and plot reference of the member.

11.3 The List shall state when the member joined and left.

11.4 The List shall state the date of receipt of joining subscription and renewal subscription.

11.5 Any member may see the entry in the List in respect of themselves and in their own interest must notify any change of details to the Secretary. The List will be securely stored and details will not be shared with any other person or organisation.

12. Governance of the Association.

Governance of the Association shall be vested in the General Meetings.

13. Day-to-Day management of the Association.

Day-to-Day management is delegated to the Committee.

14. Committee.

The Committee must be Full members of the Association and shall consist of Officers who shall be a Chair, Secretary and Treasurer and 3 committee members or such number as may be determined at a General Meeting.

15. Election.

- 15.1 The Committee of Officers and Ordinary Members shall be elected from Full members of the Association at the Annual General Meeting and will take office at the end of the Annual General Meeting at which elected until the end of the next Annual General Meeting.
- 15.2 Officers shall be elected for three years and be eligible for a further three years after the first period. Normally they would retire for a least one-year before being eligible for re-election.
- 15.3 Ordinary members shall be elected for three years and be eligible for re-election.

16. Mid-Term Vacancies.

- 16.1 The Committee may fill any vacancy arising during the year. Members appointed will be full voting members of the Committee and count towards a quorum.
- 16.2 Where for any reason an Officer of the Association ceases to hold office, the Committee will appoint an acting Chair, Secretary or Treasurer.

17. Co Option.

The Committee may co-opt any Full member to the Committee to assist in its work. Such co-opted members will be non-voting and not count towards a quorum.

18. Powers of Committee.

The Committee shall have full power to supervise and manage the day to day work of the Association according to the rules for the purpose of accomplishing its objectives.

19. Attendances.

Any Committee member, who has failed to attend two Committee meetings in any year for any reasons unacceptable to the Committee, will cease to be a Committee member.

20. Removal from Committee.

The Committee may remove any Officer or Committee member from the Committee by a simple majority following an open discussion of the issues which includes the individual member's opportunity to put his/her point of view. If required the vote may be a secret vote but the voting numbers will be recorded in the minutes.

21. Frequency of Committee Meetings

The Committee will meet quarterly or more frequently as required by the Committee.

22. Quorum at Committee Meetings.

A quorum for Committee meetings shall be 3 or such other number as may be agreed at a General Meeting.

23. Emergency Actions.

The Chair and/either the Secretary or Treasurer may take any executive emergency actions required were it is not practicable for the business to be decided upon at a regular or special Committee meeting. Details of the action will be reported and recorded at the next meeting of the Committee.

24. Conduct of Meetings.

At all meetings of the Committee every question shall be decided by a majority of votes and if the votes are equal the Chair shall have a casting vote in addition to his/her vote as a member. In the absence of the Chair, an acting Chair elected at the Committee meeting shall preside for that meeting.

25. Financial Records.

The Treasurer will keep in date order a record of all income and expenditure related to the Associations financial transactions and all expenditure must be supported by a supplier's receipt or appropriate voucher which shows the date of expenditure, the total amount and the purpose for which payment was made. Receipts for membership fee income will be given recording the date paid, the membership period and the name of the member. The receipt will be proof of membership.

26. Banking

The Treasurer shall open a cheque book account with a Bank or Building Society. Payments by cheque shall require any 2 authorised signatures of Officers of the Association. The Committee shall determine limits for electronic financial transactions.

27. Annual Accounts Format.

If no other activity is envisaged then a simple income and expenditure account and a balance sheet will suffice. In the event of other activities needing to be presented separately e.g. shows, trading then a separate simple sub-account can be introduced with the agreement of the Committee.

28. Loans and Borrowing.

Loans, borrowing or other credit arrangements will require a specific decision at a Committee meeting or General Meeting before any contractual transaction is entered into.

29. Reports to Committee.

The Treasurer shall make a verbal report at each meeting on income expenditure and liabilities up to the Friday before the meeting and make available at the meeting the most recent bank statement. The Treasurers verbal financial report shall be included in the minutes.

30. Special Expenditure.

When special projects are considered they will be costed as far as possible and the Treasurer will advise the Committee on possible ways of funding.

31. Financial Advice.

Where the Association requires financial advice outside the normal experience the Treasurer shall seek what financial advice is required and advise the Committee.

32. Membership Fee.

The Treasurer shall advise the Annual General Meeting of any changes required in the membership fee for the forthcoming financial year and the Annual General Meeting shall consider and decide on the membership fee.

33. Annual General Meeting

The Annual General Meeting shall normally be held in either October November or December at a date to be decided by the Committee.

34. Special General Meeting.

- 34.1 A Special General Meeting shall be held whenever the Committee thinks expedient.
- 34.2 A Special General Meeting can be requested in writing by 10 or more Full members delivered to the Secretary.
- 34.3 A Special General Meeting shall be convened within 4 weeks of receipt of request.
- 34.4 Should the Secretary fail to convene the meeting, the Members signing the request may convene such meeting after giving 14 days' notice themselves.

35. Notice of Meetings.

At least 14 days' notice shall be given of every Annual General Meeting or Special General Meeting stating the business to be transacted at such meeting. The notice shall be sent to every member entered in the List of Members and no other business than that stated in the Notice shall be transacted at such meeting.

36. Agenda Items.

Agenda items must be notified to the Secretary at least 14 days prior to the Annual General Meeting or Special General Meeting.

37. Notices of Motions.

Motions must be notified in writing to the Secretary 14 days prior to the Annual General Meeting or Special General Meeting signed by the proposer(s) and seconder(s).

38. Changes of Rules.

38.1 Changes in rules must be notified in writing to the Secretary 14 days prior to the Annual General Meeting or Special General Meeting signed by the proposer(s) and seconder(s).

38.2 The rules may be amended by a resolution of a 75% majority of those attending an Annual General Meeting or Special General Meeting called for that purpose.

39. Voting at meetings.

Every Full member present at an Annual General Meeting or Special General Meeting and not otherwise disqualified shall have one vote and where the votes cast in any matter are equal then the Chair shall have the casting vote in addition to his/her vote as a member.

40. Chairing of Meetings.

At all Annual General Meetings or Special General Meeting the Chair shall preside or in his/her absence the Secretary or Treasurer.

41. Quorum at Annual General Meetings or Special General Meeting.

A quorum at Annual General Meetings or Special General Meeting shall consist of 8 members or 25% of the membership whichever is the larger.

42. Dissolution.

The Association may at any time be dissolved by consent of 75% the Full membership testified by their signatures on an instrument for dissolution. Instructions for dissolution shall clearly set out what is to happen to any assets and residual cash after payment of expenses.

43. Copies of Rules.

A copy of the rules of the Association shall be delivered free by the Secretary to every member on joining and on demand subsequently by members on payment of a sum not to exceed 50p.