Constitution of Haslemere Allotments Association

1 Name and objectives

1.1 The name of the Association shall be the Haslemere Allotments Association.

1.2 The objectives of the Association are:

- To maintain and improve the site known as Haslemere Allotments for the benefit of all users and for future generations in partnership with Pathways or any future landlord
- To co-operate with other gardening associations in matters of mutual interests
- To promote and maintain good relations between plot holders and with neighbouring households and the wider local community

1.3 The Association shall be apolitical.

2 Membership

2.1 Automatic membership of the Association is granted to holders of full or half plots, providing their rental is up to date.

2.2 Where a plot is held jointly membership is granted to both plot holders, but they are entitled to a single vote only at meetings of the Association and only one may be a member of the Committee at any time. Members who rent more than one plot are also entitled to a single vote only.

2.3 Membership is not granted to helpers.

3 General Meetings

3.1 An Annual General Meeting shall be held each year, normally no later than thirteen months after the previous AGM. Fourteen days' notice must be given to all plot holders.

3.2. An Extraordinary General Meeting may be called at any time either by the Committee or by a requisition signed by at least twenty members of the Association who are entitled to cast a vote who shall state the purpose of the request. Notice shall be as that for an AGM.

3.3 Notice of any motion must be received by the Secretary at least seven days before the General Meeting (Annual or Extraordinary).

3.4 At least twenty eligible plot holders who are entitled to cast a vote must be present at any Annual General Meeting or Extraordinary General Meeting for it to be quorate.

3.5 Votes are passed by a majority of eligible voting members present, except for changes to the Constitution. In the event of a tie the Chair shall have the casting vote.

3.6 At the AGM members should:

- Review and approve the minutes of the previous AGM and any intervening Extraordinary Meetings

- Receive the report of the Committee on the Association's activities since the previous AGM
- Receive the accounts of the Association for the previous financial year
- Discuss any motions submitted by members
- Discuss activities of the Association for the forthcoming year
- Elect a Committee for the forthcoming year

3.7 The Committee shall consist of the officers of Chair, Vice Chair, Treasurer and Secretary and up to six other members. The Committee shall have the power to co-opt members in order to fill vacancies that are not filled at the Annual General Meeting, or which occur before the next AGM.

3.8 The tenure of any post on the Committee shall be voluntary, unpaid and open only to members of the Association and shall be for a term of one year.

3.9 Members may be elected to the Committee for a maximum of five consecutive terms after which they become ineligible for election for a year. An additional term of up to one year may be served as a co-opted member of the Committee, following which the member becomes ineligible for election for a year.

3.10 Members of the Association standing for election to the Committee who are not already members of the Committee must be present at the AGM.

3.11 The Committee may, at its discretion, authorise members to appoint a proxy to vote on their behalf at a General or Extraordinary Meeting.

4 Role of the Committee

4.1 The Committee is responsible for conducting the affairs of the Association in accordance with its objectives and the decisions of members agreed at the AGM and any Extraordinary General Meeting.

4.2 The Committee should normally meet no less often than once every two months. In order for a meeting to be quorate four members, of whom at least two must be officers, should be present.

4.3 It is expected that Committee members should play an active role and contribute positively to the work of the Committee.

4.4 The Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member from the Committee. If required the vote may be in secret but the voting numbers shall be recorded in the minutes.

4.5 A member of the committee shall vacate office immediately if:

- he/she becomes ineligible to be a member of the Association as defined by Article 2 of the Constitution
- he/she resigns by giving notice to the Committee of the Association

- he/she is absent for three consecutive meetings of the Committee and the Committee resolves to remove him/her from office

4.6 The Committee shall keep records of its proceedings.

4.7 A bank account shall be kept in the name of the Haslemere Allotments Association. Payments are to be authorised by the Treasurer and one of at least two named Committee members. The funds of the Association shall be devoted entirely to furthering the aims of the Association and the site known as Haslemere Allotments.

4.8 The accounts shall be closed on 31st December. The accounts shall be independently scrutinised and signed off by a suitably qualified group or person approved by the Committee. The accounts shall be made available to the AGM and to the Committee.

5 Changes to the Constitution

5.1 No alteration and/or addition to this Constitution may be made except at the Annual General Meeting or at an Extraordinary General Meeting specifically convened for that purpose. Proposed changes to the Constitution must be sent to members at the same time as the meeting for that purpose is called. Any change to the Constitution must be approved by two-thirds of those members present and voting.

6 Dissolution

6.1 The Association may be dissolved at an Annual General Meeting or at an Extraordinary General Meeting specifically convened for that purpose. The Committee Members will remain in office and will be responsible for the orderly winding up of the Association's affairs. Any surplus funds remaining will be transferred to one or more bodies established with the same or similar objects to the Association's.

Adopted

This Constitution replaces the Inaugural Constitution of the Association dated 23 February 2014 and was adopted on 15 April 2021.