

# Holgate Allotments Association Constitution



## 1. Name

The name will be Holgate Allotments Association (HAA).

## 2. Aims & Objectives

1. To promote the interests of all members in their allotment gardening activities, including co-operating with other gardening associations in matters of mutual interest.
2. To work with York Allotments Charity Incorporated Organisation (YACIO), Holgate Allotments Site Secretary and other stake holders on all matters relating to the allotments. Including preventing & action to protect members and their plots against damage, trespass and theft, to secure the site from vandals, dog fouling and other anti-social activities.
3. To provide and improve the facilities of the site for all members of the Association through encouraging a cooperative effort in improving the site and seeking appropriate external funding opportunities.
4. Maximise the productive use of plots & assist in reducing the waiting list.
5. To raise the allotment profile and build links with the community by way of open days, community events, competitions and social media.
6. Work together to ensure the allotments can remain open & we work safely in view of the coronavirus pandemic.
7. Encourage a sustainable practice through promotion of biodiversity & conservation, working in ways that protect the environment.

## 3. Membership

Membership of the Association shall be open to:

- a) All persons 18 years old and over who are allotment holders on the Allotment site. Persons under the age of 18 may be admitted as junior members free of charge.
- b) Well-wishers anywhere, who shall be called "Association Friends".
- c) Affiliated Members & Association Friends shall not have the right to vote at Members meetings.

## 4. Termination of Membership

The General Committee shall have the right, for good and sufficient reason which includes non-payment of any subscription, to exclude from meetings an individual member, provided that the individual member shall have the right to be heard by the General Committee before a decision is made.

## 5. Subscriptions

All allotment holders will be automatically enrolled as a member of HAA at no cost. If allotment holders do not wish to be a member of HAA they should complete the opt-out form on the HAA website: <https://holgateallotmentsassociation.org/membership/> or email [haa-chair@outlook.com](mailto:haa-chair@outlook.com).

Optional donations may be requested from time to time to subsidise up and coming site projects.



This will be reviewed before the end of October 2021 as agreed at the SGM held on 8 October 2020.

## 6. **General Committee**

The General Committee shall consist of the 3 Honorary Officers elected under clause 7, 2 other individual members co-opted who attend meetings, and ex-officio the Site Secretary by invite. The General Committee must meet at least quarterly or more frequently if necessary. The General Committee may determine the powers and terms of reference of any Sub-committee and duration of its activities. The policy and general management of the affairs of the Association shall be conducted by a General Committee, which shall be responsible to the General Meeting of the Association.

## 7. **Honorary Officers**

The Annual General Meeting shall elect the following Honorary Officers of the Association from amongst those eligible for election to the General Committee: a Chair, a Secretary and a Treasurer. Further positions can be co-opted by the Honorary Officers shall serve in their respective capacities as Officers of the General Committee for 2 years until the following Annual General Meeting of their 4<sup>th</sup> term. In the event of a vacancy occurring among the Honorary Officers, the General Committee shall have the power to fill such a vacancy from its own members or those of the Association.

## 8. **Annual General Meeting**

Once a year, and before the end of April, the General Committee shall convene an Annual General Meeting of the Association for the purpose of receiving the Annual Report of the General Committee and the audited or independently examined Statement of Accounts; of electing the Honorary Officers; of appointing auditors or independent examiners; and of considering, whenever necessary, proposals to amend this Constitution and other business of which due notice has been received. 14 days' notice of this meeting will be given in writing to members.

## 9. **Special General Meeting**

The Chair of the Association or the Secretary may at any time at their discretion, and shall within 21 days of receiving a written request to do so, signed by not less than half the members having the power to vote and giving reasons for the request, call a Special General Meeting of the Association for the purposes of altering the Constitution in accordance with Clause 13 hereof or of considering any other matter which may be referred to it by the General Committee or for any other purpose.

## 10. **Rules of Procedure**

Voting: Subject to the provisions of clause 13, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote, but in the case of an equality of votes the chair shall have a second and casting vote.

Quorum: At least two Honorary Officers must be present at General Meetings, but no quorum is required. One-third of the members shall form a quorum at Annual General Meetings of the Association.



Minutes: Minutes of meetings shall be kept by the General Committee and any sub-committee's which may have been established, and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

## **11. Finance**

All monies raised by or on behalf of the Association shall be applied to further the aims & objects of the Association and for no other purpose. The Treasurer shall keep proper account of the finances of the Association and use the bank account in the name of the Association. All monies received from any source on behalf of the Association shall be paid into that account. The account will have a minimum of two signatories to include the Honorary Officers or others as determined by the AGM. The accounts shall be audited and presented ahead of the Annual General Meeting.

## **12. Dissolution**

If the General Committee, by a simple majority, decides at any time on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote, of which meeting not less than 21 days' notice stating the terms of the resolution to be proposed thereat shall be posted on the site notice board. If such a resolution shall be confirmed by a simple majority of those present and voting at such meeting the General Committee shall have the power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards to the benefit of the tenants of the allotments as the General Committee may decide and if relevant.

## **13. Alterations to the constitution**

Any proposal to alter this Constitution must be delivered in writing to the Secretary of the Association no less than 28 days before the date of the meeting at which it is first to be considered.

An alteration will require the approval of a majority of individual members of the Association present and voting at a General Meeting. Notice of each such meeting must have been given in accordance with normal procedure, but not less than 14 days prior to the meeting in question and giving the wording of the proposed alteration.

**This constitution, version 2.0, was adopted as the constitution of Holgate Allotments Association at the Special General Meeting held on 8 October 2020.**

Signed:

Hannah Swierstra (Chair)

Julie-Ann Vickers (Secretary)