

The Constitution of the Gransdens Allotment and Leisure Gardeners Society

1. The name of the Society shall be the Gransdens Allotment and Leisure Gardeners' Society

2. Objectives of the Society

- To promote the interests of the members with regard to the proper cultivation, good management and enjoyment of the allotments, **community orchard and the natural environment of the site.**
- To provide the community with the opportunity to engage in a healthy, environmentally friendly and fruitful pastime, and to encourage inclusive, caring interactions both between members and with the wider community
- To maintain and improve facilities that will protect members and the sites against damage, trespass and theft.
- To conduct negotiations with the local council, other groups and organisations and individuals, and wherever possible to co-operate with them in furtherance of these objectives.

3. Membership of the Society

- **Membership of the Society is open to all, on payment of the annual membership subscription, payable on the first day of April.**
- Allotment tenants will pay an annual rent, in addition to the annual subscription, also payable on the first day of April.
- 'Garden Members' will pay an annual subscription payable on the first day of April.
- **A waiting list of applicants for allotment plots shall be maintained. Vacant plots shall be allocated to people on the waiting list, first to residents of the Gransdens in order of application and thereafter to residents of other Parishes in order of application.**

4. Management Committee

- The affairs of the Society shall be conducted by a Management Committee of members elected at the Annual General Meeting,
- The Committee shall consist of **four officers** (Chair, <Vice Chair>, Secretary, and Treasurer) plus a minimum of four and a maximum of six members.
- The Vice Chair will be an optional post, invoked by the committee as the need arises.
- **The Chairman must be an allotment plot-holder.**
- No member shall hold more than one **officer's** post on the committee unless otherwise agreed by the committee.

- All officers and members of the committee shall retire each year.
- Officers and members shall be eligible for re-election each year, **except that the Chairman shall serve no more than three consecutive years in the post.**
- The Committee shall have the power to co-opt members to fill Committee vacancies that arise between AGMs.
- The Committee shall have the power to co-opt additional non-voting members for specific tasks up to a maximum of four.
- Five members of the Committee, **of whom at least one is a plot-holder**, shall form a quorum.
- The Chair (or in their absence another Committee member appointed for the purpose of the meeting) shall chair all meetings of the Society and its Committee.
- The Committee shall meet to discuss issues relating to the Society no less frequently than once each quarter.
- The Secretary shall record the minutes of each meeting and these will be available to all members for inspection.
- The Committee shall have the power to expel any member who offends against the Constitution of the Society or whose conduct in the opinion of the Committee renders the member unfit.
- No member may be expelled from the Society without having an opportunity to hear the complaint made against them and to respond.
- Members may only be expelled if that is the decision of the Committee taken at one of its meeting.

5. Society meetings

- An Annual General Meeting (AGM) shall be held in February of each year, or such alternative month as shall be determined by the Committee, provided it is within 15 months of the previous AGM.
- **Members shall be given at least 28 days advance notification of the date of an AGM**
- **Items for the agenda of an AGM shall be communicated to the Secretary at least 21 days prior to the meeting**
- **An agenda and accounts shall be circulated to all members at least 7 days prior to an AGM**
- At the AGM the accounts shall be submitted.
- All paid up members of the Society shall have one vote each.
- The quorum at any General Meeting shall be twenty members or 25% of the membership, whichever is the lesser.
- In the event of a quorum not being present at a general meeting then the meeting shall be adjourned to a date and time specified by the Committee not less than fourteen days later.
- In the event of a quorum not being present at the adjourned meeting the members present shall be deemed a quorum for the meeting.

- Any member shall be entitled to invite guests to the Society meetings, provided that no person whose application for membership has been declined or who has been expelled from the Society is invited.
- An Extraordinary General Meeting (EGM) may be called **at fourteen days notice** at the request of one tenth of the membership

6. Business to be conducted at an AGM

1. The minutes of the previous year's AGM
2. Matters arising from the minutes of the previous year's AGM
3. Adoption of the previous year's AGM
4. The Chairman's report
5. The presentation of the Accounts for the previous year ended **31st December**, by the Treasurer
6. Adoption of the Accounts for the previous financial year.
7. The election of Officers and committee members.
8. The appointment of auditors.
9. Such other business as has been communicated to the Secretary and appears on the agenda included in the notice of the meeting.

7. Finance

- If a member has failed to pay the annual subscription by the last day of May in that year, the Membership Secretary shall send a notice to the member's last known address asking for payment within fourteen days. If payment is not made within this period, the membership may be terminated without further notice.
- No monies or property of the Society or any gain arising from carrying on the business shall be used other than either for the benefit of the Society and its members or for purposes chosen by resolution at an AGM or EGM.
- All members of the Committee shall keep accurate records of their dealings on behalf of the Society and shall be entitled to claim reimbursement of reasonable expenses incurred on behalf of the Society. The decision as what expenses are reasonable will be agreed by the Committee.
- If at any AGM or EGM a resolution for the dissolution of the Society is passed by a majority of the members present, the Committee shall immediately or on a date specified by the resolution, realise the assets of the Society. Any assets remaining, after the satisfaction of all debts and liabilities, shall be transferred to a similar organisation or charity of the Committee's choice.

8. Bank Account

- The Committee shall maintain a bank account in the name of the Society and all monies received from any source on behalf of the Society shall be paid into that account.
- Records and accounts of all transactions shall be kept by the Treasurer and shall be available for inspection by the members.
- The accounts for the preceding year shall be presented at the AGM.
- Cheques shall be signed by any two of three designated signatories.