

## Mastin Moor Allotments Association Constitution

Adopted on the 26<sup>th</sup> day of November 2002

### 1. NAME

The name of the association shall be 'The Mastin Moor Allotments Association' (hereinafter called the Association).

### 2. ADMINISTRATION

Subject to the matters set out below, the Association and its property shall be administered and managed in accordance with this Constitution by the members of the Executive Committee, constituted by clause 6 of this Constitution.

### 3. AIMS

The aims of the association are to provide allotments and promote a bio-diverse community facility in Mastin moor.

### 4. OBJECTIVES

The objectives of the Association shall be:

- a) to provide allotments for those who want them subject to availability;
- b) to encourage organic fruit and vegetable growing;
- c) to encourage bio-diversity by providing a wildlife friendly site;
- d) to provide a food growing facility for non-allotment holders;
- e) provide additional facilities such as a communal polytunnel;
- f) to provide a green site for the community of Mastin Moor;
- g) to provide play areas using, for example, willow structures designed and wherever possible built by the young people of the community.
- h) To advance the education of young people and the general public by raising awareness of bio-diversity.

### 5. POWERS

In furtherance of the above aims and objectives, the association may also;

- a) Raise funds and invite and receive contributions and donations;
- b) To buy, take on lease, or exchange any property or equipment necessary to achieve the aims and objectives;

- c) Employ such staff as are necessary for the proper pursuit of the objectives;
- d) Affiliate to any local or national group or association that the Executive Committee decides is appropriate and disaffiliate from any group or organisation if continued affiliation not be in the interests of the association;
- e) Do all such other lawful things as shall further the aims and objectives of the association.

## 6. MEMBERSHIP

Membership of the Association shall be open to anyone interested in furthering the Objects of the Association.

## 7. HONORARY OFFICERS

At the Annual General Meeting of the Association the members shall elect from amongst themselves three Honorary Officers who shall allocate between themselves responsibility for:

1. all correspondence;
2. acting as signatories to the bank account;
3. monitoring the group's finances;
4. approving membership applications;
5. allocating plots.

The Honorary Officers shall hold office from the conclusion of that meeting.

## 8. THE EXECUTIVE COMMITTEE

The Executive Committee shall consist of up to seven members, being:

- a) the Honorary Officers specified in the preceding clause; plus
- b) Four other members of the Association.
- c) A quorum to be 50% of executive committee.

## 9. ANNUAL GENERAL MEETING

An Annual General Meeting of the members of the Association shall be held in September each year for the purpose of receiving the annual report of the Committee, of considering the examined accounts and of electing Honorary Officers and members of the Committee. A quorum will be no less than 25% of membership.

## 10. ORDINARY GENERAL MEETINGS



A minimum number of three ordinary general meetings will be held each year. Any Honorary Officer may, at their discretion, call an Ordinary General Meeting. Any Honorary Officer shall call an Extraordinary General Meeting within fourteen days of receiving a written request to do so signed by not less than three members. When calling an extraordinary meeting, the members are to be informed of the reason for the meeting and that no other business will be discussed.

## 11. PROCEDURE AT MEETINGS

- a) The Honorary Officer or person presiding at the meeting shall have a second or casting vote.
- b) A quorum at any Committee meeting shall be 50% of the committee.
- c) A brief written record shall be kept of the meeting.
- d) Members may be co-opted onto the committee.

## 12. FINANCE

- a) All accounts will be in the name of the association and any two of the three honorary officers must sign all cheques and withdrawals.
- b) The financial year shall run from 1 April to 31 March.
- c) The Honorary Officer designated to do so shall keep proper accounts of the finances of the Association.
- d) The Association shall use only banks with an environmentally friendly investment policy.
- e) The members shall pay such subscriptions as the Committee may decide.
- f) The income and property of the Association, however derived, shall be applied solely towards the Objects of the Association as set out in clause 3, and no payment shall be made to any member, Honorary Member or Honorary Officer except the repayment of out-of-pocket expenses.
- g) At the end of each financial year, the accounts shall be duly examined.

## 13. DISSOLUTION

If the Committee decides that, on the grounds of expense or otherwise, it is desirable that the Association be dissolved, it shall call a Special General Meeting of the Association by giving twenty-one days notice in writing to each member and honorary member stating the terms of any Resolution to be proposed thereat. If it is decided at the Special General meeting by a simple majority of those present and voting that the Association be dissolved, the Committee shall wind up the Association's affairs. Any assets remaining after the satisfaction of any liabilities properly payable thereof shall not be distributed amongst the members or honorary members, but shall be given to such charitable organisation(s), preferably with similar aims to this association, for the benefit of the members of the community as the Committee shall decide.

#### 14. AMENDMENTS TO THE CONSTITUTION

The constitution, with the exception of the clauses Aims and Dissolution, may be amended by Resolution passed by a simple majority of those present and voting at any General Meeting of the Association, provided that notice of the meeting in writing stating the terms of the Resolution to be proposed thereat, shall be sent to all members and Honorary Members of the Association not less than fourteen days before the date of the meeting.

signed Joanne Seston . Joanne Seston Honorary Officer

signed [Signature] G. J. Macdonald Honorary Officer

signed [Signature] D. COWLEY Honorary Officer