



EAST LEAKE ALLOTMENT ASSOCIATION CONSTITUTION



Constitution Of East Leake Allotment Association (ELAA)

Approved at AGM on 14 MAY 2024

Name

The name of the organisation shall be the East Leake Allotment Association, known in this document as the Association.

Objective

- To manage the allotments for the benefit of the Members of the association in accordance with the Association's General Rules and within the provisions of the lease agreement.

Powers

- To enforce the associations rules.
- To improve, develop and manage the site.
- To accept or decline new association members at the committee's sole discretion.
- To advocate for the Association's best interests and enforce any rights of the association.
- To obtain insurance at cost to the Association.
- To raise funds for the Association and accept grants/donations.
- To deal with and settle any finances in respect of the association.
- To set rental rates
- To approve the use of funding for the benefit of the association up to £5000.00

Members

Shall be the registered plot holder.

- Members must always abide by the rules of the Association.
- The committee shall keep a register of members.
- Membership shall not be transferable unless approved by the committee.
- Where membership is transferred the transferee shall be treated as a new member

Membership may be terminated by any of the following:

- On the conclusion of 28 days following resignation in writing to the Secretary.
- Failure to pay the annual rents within one month of falling due.
- Failure to pay any deposit due within 14 days of receipt of welcome pack.
- On the majority decision of the Committee due to breach of any Association Rule or for any unlawful conduct.
- Upon the winding up of the Association.
- Upon moving out of the relevant catchment area.
- Upon the passing of a member, subject to any application for the transfer of the membership to a spouse/partner of the member.

New Members

New membership shall be open to any person aged 18 or over who are resident in East Leake.

Residents of West Leake and Costock may apply but priority will be given to residents of East Leake regardless of the order of waiting list.

Only written applications will be accepted and considered.

The committee reserve the right to refuse membership to persons due to ineligibility or previous bad tenancy.

Meetings

Committee meetings

The Committee shall strive to convene monthly.

Meetings shall be attended by a minimum quorum of 5 committee members, this must include two of the three reporting officers.

The officers of the organisation shall be:

Chairperson - presides over meetings, conducts the business of the association and acts as a representative of the association. The officer carries out the committee's wishes.

Secretary - is the single point of contact for the association. Organises meetings, takes minutes. The officer carries out the committee's wishes.

Treasurer - responsible for running the treasury of the association, publishing yearly accounts and presentation of the accounts at the AGM. The officer carries out the committee's wishes.

Officers and committee members will retire each year upon conclusion of AGM business but shall be eligible for re-election.

Partners of members shall be eligible for the committee.

The committee have the power to enter plots for the sole purpose of inspections.

Decisions will be carried by a majority vote of the attending members. In the event of a tie the chairperson will have the casting vote.

Minutes will be taken and ratified at the following meeting whereafter they will be available upon written request to the secretary.

Appeal of a final committee decision may only be by way of an EGM requested and funded by the complainant. This must be requested in writing to the secretary within fourteen days of receipt of the decision.

Any EGM will be organised by the committee.

Annual General Meeting

The Annual General Meeting (AGM) of the association will be held annually and before the 01 July. Twenty-eight days' notice shall be given.

Proposals for the AGM must be received in writing to the secretary no later than fourteen days prior to the AGM.

Submissions after this time will not be considered.

Submissions must have a proposer and seconder, both of whom must be members of the association and must attend the meeting to present their proposal. Submissions without these will not be considered.

Draft proposals and an agenda will be circulated to all members prior to the AGM for perusal and consideration.

Proxy, electronic or advance votes are not allowed.

There is only one vote per member.

The business of an Annual General Meeting shall include but not be limited to:

- A report by the chair of the year's activities
- A review of the annual accounts.
- The election/re-election of reporting officers and committee members. This number shall be capped at fifteen members inclusive of reporting officers. Committee members but not reporting officers may be co-opted onto the committee at any time by a majority committee vote.
- Proposal, debate and voting of any rule changes.

- Any other competent business.

Emergency General Meeting

An EGM may be called at any time either (i) by the committee on their own behalf or (ii) by the committee at the request of any member.

Fourteen days' notice shall be given of any EGM.

Decisions will be carried by a majority vote of those present at the meeting.

In the event of a tie the chairperson will have the casting vote.

Finance

All funds raised by or on behalf of the Association shall be applied to further the objective of the Association.

All non-standard expenses incurred by the association in excess of £25 will be preauthorised by the committee.

The treasurer shall keep accounting records and prepare annual accounts.

An auditor shall audit the accounts once a year.

A bank account shall be opened in the name of the Association.

The committee shall authorise two members of the committee (one of whom shall be the treasurer) to sign cheques on behalf of the Association.

Dissolution

In the event of the dissolution of the Association, all outstanding debts and liabilities will be cleared.

The balance of any assets remaining will go to a similar organisation or to a charity as decided by the association.

No member will gain from the dissolution of the Association.

Amendments to this Constitution.

Amendments may only be made at a correctly convened AGM or EGM