**Girton Allotment Society Appendix 2**

**Constitution**

**1.** **Name**

The Society shall be known as the Girton Allotment Society.

**2.** **Aims**

The aims of the Society shall be to further the interests of all members in their horticultural

activities and to maintain and manage the site as an asset to Girton.

**3. Membership**

The Society shall consist of such persons whose applications for membership are approved by an Officer of the Committee (see 6 below) and who have paid the relevant dues. Membership shall be a requirement of Tenancy and open to residents of Girton over the age of 18 years. In the event of there being spare plots and no waiting list of Girton residents then non-residents may apply. The use of the term 'member' within this Constitution shall mean a fully paid up member.

The person who signs the Agreement (the Tenant) is deemed to be the sole Tenant and no Agreements are signed jointly. The Tenant shall also be a member of the Girton Allotment Society. If the work on the plot is shared with one or more other persons they will be placed on a Priority List if so designated by the Tenant on the Agreement. This will provide an opportunity for continuing with the plot in the event of the original Tenant leaving. This only applies to Girton residents and persons aged over 18 years.

**4. Cessation of membership, and expulsion of members**

Membership shall cease in the following eventualities:

* The member's death
* The member's resignation
* The non-payment of rental and/or subscription for a period of 45 days after the due date.
* The expulsion of a member who has failed to abide by the Tenancy Agreement.

 A General Meeting may, by a vote of two-thirds of the members present and entitled to vote, expel any member for conduct detrimental to the Society provided that a notice specifying the conduct for which it is intended to expel is sent to the member at the address entered in the register of members at least one calendar month prior to the date of the meeting and the member in question has an opportunity to represent themselves at the meeting.

**5. Subscription and rentals**

* The annual subscriptions and plot rents shall be suggested by the Committee and notified in advance prior to approval by a simple majority vote at the next A.G.M
* All subscriptions and plot rents shall be due and payable at the beginning of the financial year to the Hon. Treasurer of the Society. Cheques shall be made payable to 'Girton Allotment Society'.
* The financial year shall run from 1 September to 31 August.
* A member shall be deemed to have resigned from the Society and vacated the plot if the subscription and plot rent have not been paid by 15 October.
* The Committee shall have the power to waive or reduce subscriptions and plot rents in special circumstances for a period not exceeding 1 year.

**6. Committee**

* The day-to-day management of the Society shall be conducted by the Officers plus a Committee of Management of at least 1 and at most 5 Tenants.
* The Officers of the Society shall be a Chair, a Secretary, a Treasurer and a Lettings Officer. Officers shall be eligible for re-election for a maximum of 5 years after which they remain eligible for election as a Committee member. After one year they are eligible for re-appointment to office.
* No member shall hold more than one post on the Committee, and no two closely related persons or persons residing in the same household shall be Officers of the Society.
* The Committee shall retire at the Annual General Meeting but shall be eligible for re-election.
* Casual vacancies shall be filled by the Committee and the members so appointed shall hold office until the next Annual General Meeting.
* The quorum for the Committee shall be 5. In the absence of a quorum, business may be dealt with but any decisions taken only become valid after ratification at the next meeting at which a quorum exists.
* At all meetings of the Committee every question shall be decided by a majority of votes and if the votes are equal the presiding officer shall have a casting vote in addition to his vote as a member. The Chair or, if he be not present, a Chair elected at the Committee meeting, shall preside.
* The Committee shall meet to discuss issues relating to the Society no less than once each quarter. A meeting may be called by any member of the Committee.
* The Secretary shall record the minutes of each meeting which will be sent to Committee members within 7 days of the meeting and available to all members for inspection at reasonable notice.
* The Committee shall have the power to expel from the Committee any member who offends against the Constitution of the Society or whose conduct in the opinion of the Committee renders the member unfit.
* The Secretary shall send any member qualifying for possible expulsion, written notice of the complaint and request attendance at a meeting with the Committee. No member may be expelled from the Committee without having an opportunity to appear before the Committee to answer the complaint.
* Committee members may only be expelled if it is the decision of a majority vote by the Committee.

**7. Annual General Meeting**

* The Annual General Meeting shall normally be held in the last week of September. At least 14 days notice shall be given to members.
* The quorum for the meeting shall be 15% of the membership.
* The Agenda for the meeting shall be:

 Minutes of the previous AGM

 Chair’s report

 Secretary’s report

 Treasurer’s report

 Election of the new Committee and Officers and Examiner of Accounts

 Items raised in advance by members

* Items up to and including the election of the new Committee shall be chaired by the outgoing Chair, and the final item by the new Chair.
* Items for the agenda of any General Meeting shall be communicated to the Secretary at least 7 days in advance of the meeting to allow sufficient preparation time.
* There shall be no item of ‘Any Other Business’.
* No party-political or sectarian discussions shall be raised or resolutions proposed at either Committee or General Meeting.
* Every member present at a General Meeting, and not otherwise disqualified, shall have one vote and every question at a General Meeting shall be decided by a majority of votes. Where the votes cast in any matter are equal the presiding officer shall have a casting vote in addition to his vote as a member. Members who are not Tenants shall not have the right to vote on questions affecting Tenant members only.
* 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 14 days later in order to circulate the new date and agenda according to the Constitution.
* In the event of a quorum not being present at the adjourned meeting the members present shall be deemed a quorum for the meeting.

**8. Extraordinary General Meetings**

EGMs may be called by the Committee or not less than 8 members of the Society, the date of the meeting being the earliest convenient as decided by the Committee or group of 8 or more members. At least 14 days notice shall be given to all members and the purpose declared. The purpose of the meeting shall be the only business discussed. The quorum for the EGM shall be 25% of the membership.

**9. Amendments to the Constitution**

The Constitution may be amended only at an AGM, or EGM called for that purpose.

Details of the proposed amendment must be included with the notice of the meeting.

**10.** **Winding up of the Society**

The decision to wind up the Society may be taken only at a Special General Meeting (SGM) and by consent of three-fourths of the membership, testified by their signatures to an instrument of dissolution. The funds of the Society shall, after the sale of all assets and the payment of all outstanding debts, be disposed of as directed by the members at the final SGM*.*

**11*.*****Emergency Action**

The Chair and either the Secretary or Treasurer together may take any executive emergency actions required where it is not practicable for the business to be decided on at a regular or special Committee meeting. These actions must be reported and recorded at the next Committee meeting.

**12. Finance**

All money received by the Society shall be promptly deposited in the Society’s bank account. Withdrawals require the signature of the Society’s Treasurer and one other nominated Officer of the Society.

No monies or property of the Society or any gain arising from carrying on the business shall be used other than for the benefit of the Society and its members or any purpose 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. Reasonable expenses will be agreed by the Committee.

Approved accounts of the Society shall be available for inspection by members at the AGM.

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.

**13. Examiner of Accounts**

The Examiner shall be appointed at each Annual General Meeting. He/she must not

be a member of the Committee but otherwise any person, member or not, who has agreed to carry out the duty may be nominated and appointed.

Agreed by members and signed on behalf of the members.

This ………………day of………………………..in the year……………………………..

Chairman……………………………………………….

Secretary……………………………………………….

Treasurer ……………………………………………….

Please note that a signed copy of this document should be retained by the Secretary in the files of the Girton Allotment Society.