

Littlewicks Allotment Association (LAA)

Constitution

1. Name

- 1.1 The name of the association is the Littlewicks Allotment Association (LAA).

2. Objective

- 2.1 The objective of the Association is to:

Promote and manage the use of Littlewicks Allotments in order to enhance the all-round gardening experience of plot holders.

3. Membership

- 3.1 The Association will consist of every person who has entered into an agreement with LAA for the letting of an Allotment plot and whose current rental is not in arrears.
- 3.2 A member of the Association will be entitled to vote at Association meetings. A member who rents more than one plot will not be entitled to more than one vote.
- 3.3 Associate members are those on the waiting list, and registered beekeepers using the apiary. Associate members are ineligible to vote in Association meetings.

4. Trustees

- 4.1 There will be up to four trustees with powers of administration over property held in trust for LAA. Trustees may only exercise their powers under the direction of the committee and are to comply with decisions made by majority vote of the committee. The appointment of trustees will be proposed by the committee and confirmed by a majority vote at the AGM. The officers of LAA are eligible while they are in office and for five years following their resignation. Trustees are appointed for a term of 5 years. Trustees may serve more than one five year term but must be reconfirmed at a General Meeting. Trustees may be removed by a majority vote at a General Meeting. Trustees may resign by written notice to the society. If there are fewer than four trustees the current trustees may co-opt a member to act as trustee until the next AGM.

5. Powers and Duties of The Committee

- 5.1 A Management Committee will conduct the affairs of the Association. It shall consist of a Chairperson, Treasurer, Secretary, and up to four (4) other general members. All members of the Committee must be members of LAA.
- 5.2 The Committee must retire at the Annual General Meeting and will be eligible for re-election. Any officer or member of the Committee may be removed by resolution of the majority of members present at a General Meeting called by notice containing an intimation of the intention to propose such resolution.
- 5.3 The Committee may fill any casual vacancies when necessary and such members will hold office until the next AGM.
- 5.4 A quorum will be four (4) members.
- 5.5 The Committee will meet at least four times a year.
- 5.6 The Committee may delegate particular tasks to a volunteer member of LAA, but any such delegate will not be a member of the committee.
- 5.7 The Committee will be responsible for:
 - 5.7.1 Conducting negotiations with Woking Borough Council (WBC) for the use of Littlewicks Allotments
 - 5.7.2 Entering into an allotment site letting agreement with WBC for Littlewicks Allotments – “the lease”.
 - 5.7.3 Ensuring compliance with the terms of the lease with WBC.
 - 5.7.4 The letting of individual plots, the setting and collection of rents and any other levies which may be necessary from time to time.
 - 5.7.5 Ensuring compliance with the Tenancy Agreement and the Allotment Rules.
- 5.8 The Committee may authorise payments for works or materials necessary for the maintenance of the site, subject to obtaining approval at a General Meeting before incurring any major expenditure. Major expenditure means a sum of £1,000 or more or such other figure as shall be agreed by the Association at a General meeting.
- 5.9 The Committee shall have the power to expel without notice and without compensation, any member who, in the opinion of the Committee, shall be guilty of wilful damage, or who shall fail to cultivate their holding in a satisfactory manner, or whose conduct may, in the opinion of the Committee, be detrimental to the Association. Members will have the right of appeal and if requested, the right to be represented at such an appeal, against any decision made by the Committee. An appeal will be heard by two LAA members not party to the original decision to expel.

5.10 The Committee shall have the power to deal with all matters not covered by the Allotment Rules.

6. General Meetings

6.1 The Annual General Meeting will be held no later than 31st March each year.

6.2 No business shall be conducted at a general meeting unless a quorum is present. A quorum at a General Meeting shall be twelve (12) members.

6.3 At the Annual General Meeting:

- The Chairpersons report for the previous year ending 31st December shall be submitted for approval.
- Audited accounts will be presented. Two persons who are not Committee members will be appointed to audit the accounts.
- The Trustees will be confirmed.

6.4 Special General Meetings may be called by the Committee, or upon the request in writing to the Secretary of at least twelve (12) members.

6.5 Members shall have fourteen days' notice, in writing, of all general meetings.

6.6 General meetings shall be chaired by the Association Chair. If the Chair is not present then a committee member nominated by the Committee shall chair the meeting. If no committee member is present or willing to chair the meeting then the members present and entitled to vote must choose one of themselves to chair the meeting.

7. Decisions at Committee and General Meetings

7.1 Committee business will be decided by a majority of those present. In the event of a tie, the Chairperson shall have the casting vote.

7.2 At General meetings, resolutions will be passed by a majority of voting members present. In the case of an equality of votes on a motion, whether on a show of hands or on a poll, the motion will be deemed to have failed and shall be referred to the Committee for future consideration.

7.3 The Committee shall be under no obligation to consider any resolution raised by a Member at a General Meeting unless it has been notified in writing to the Committee at least fourteen (14) days in advance and is shown to have the support of a least twelve (12) Members.

7.4 Any Member entitled to vote at a General Meeting may vote by proxy. A Member present by proxy may not vote on a show of hands. The instrument appointing a proxy shall be signed by the appointer and must direct the proxy as to the manner in which their vote is to be cast

8. Bank Account

- 8.1 The Committee shall open a bank account with online banking facilities in the name of the Association. The signatories shall be the Treasurer, the Chairperson and the Secretary. Where payments are made by cheque they must be signed by at least two of the three signatories.

9. Allotment Rules for members

- 9.1 The Rules are designed to enhance the gardening experience of all members of the Association. It is a condition of the Tenancy Agreement that they are complied with by the members. A copy of the Constitution and the Rules shall be made available to every member.

10. Amendment to the Constitution and Rules

- 10.1 The Constitution and Rules may be varied from time to time by resolution of the members at a General Meeting. However, no change may be proposed for consideration which would be contrary to clause 5.7.2 and 5.7.3 of the Constitution relating to compliance with the terms of the Agreement with WBC.

11. Termination of the Association

- 11.1 On cessation of the Association, for whatever reason, any monies remaining after payment of all expenses, outstanding debts and claims, shall be distributed equally amongst the current Members who have held plot rental Agreements for at least one year, and whose rental is not in arrears.