

Shepherd's Hill Allotments Association

CONSTITUTION

Revised constitution to be agreed at the Annual General Meeting on 19th November 2019

1. Name

Shepherd's Hill Allotment Association – hereafter the Association.

2. Purpose

To maintain a thriving and attractive allotment site that benefits plotholders, wildlife, Crouch End Open Spaces (CREOS) and The Friends of Queens Wood.

3. Objectives

The Association will operate as a non-profit making organisation to further the following objectives:

- i) To co-operate with the Council in the promotion and management of the site to maintain plots and the site in good condition;
- ii) To conduct negotiations with the Council and other stakeholders on all relevant matters;
- iii) To administer the Association's funds in support of its agreed purpose;
- iv) To administer communal services and facilities for the benefit of the site.

4. Powers

The Association shall have the power to do anything legal that it deems necessary or expedient in support of its purpose and objectives. This will include fundraising.

5. Membership

The Association shall consist of all plot holders holding a tenancy agreement with the Council for a plot on the site (the Members). Members should abide by the Council's most recent tenancy agreement. Members with more than one plot will have only one membership of the Association and one vote at meetings or ballots of the membership. Joint tenancy holders will have only one membership of the Association between them, and plots with joint named tenants will only be entitled to one vote at meetings or ballots of the membership.

The name and address of members must tally with the tenants' list.

Membership ceases when the tenancy is terminated.

6. Trading Shed

The Association takes responsibility for running a trading shed on the site.

The Committee will appoint a Trading Manager and Shed Manager one of whom will serve on the Committee either by election or co-opt

All Members shall pay such subscription for the use of the trading shed as the Committee may recommend and the Members may determine at an Annual General Meeting (AGM).

Non – members of the Association can use the trading shed on payment of the Annual Subscription.

7 The Committee

The Committee shall consist of a maximum of 12 members.

At the AGM up to 10 Committee members will be elected. Each nomination should have a proposer and seconder, both members of the Association. Nominations must be in no later than 3 days in advance of the AGM

At the first meeting of the newly elected committee, members shall divide the roles and responsibilities of the Site Association (see attached Haringey documents) between them. They shall appoint a Treasurer and Committee Secretary, and may also appoint a Chair and Site Secretary. There should be one person who is responsible for dealing with communications from Haringey Council (the 'Council Contact'). This may be any of the committee members.

Up to 2 further committee members may be co-opted. If, in the election process, there is a tie for 10th place then one of the co-opted places could be used.

All the members of the Committee shall retire from office together at the next annual general meeting after the date on which they came into office, but they may be re-elected.

The proceedings shall not be invalidated by any vacancy or failure to appoint.

All Committee members should declare any conflict of interest with an agenda item at the beginning of a meeting and abstain from discussing or voting on such items.

The Committee shall hold at least three ordinary meetings each year and a written record of the meeting made. The quorum at Committee meetings shall be 4, including at least 2 officers.

Committee members who fail to attend at least one Committee meeting during the year without reasonable excuse shall cease to be members of the Committee and should not stand for re-election.

Decisions at Committee meetings will be by consensus or, if a matter requires a vote, by a simple majority. In the event of a tie the Chairperson of the Association shall have the casting vote.

The minutes of each Committee meeting shall be approved at the next Committee meeting and then placed on the site website

8.Association AGM

An AGM shall be held each year in October or November.

At least 21 days' notice of the AGM shall be given to Members by e-mail and by notice displayed near the entrances to the site. The Committee shall prepare an annual report for its members.

An Extraordinary General Meeting (EGM) may be called by the Committee or 20 Members of the Association if such a request is stated in writing to the Chair at 14 days' notice.

20 Members of the Association shall form a quorum at the AGM or EGM. In the event of a tie in voting the Chairperson shall have the casting vote.

The minutes of the AGM or EGM shall be approved at the next AGM or EGM.

9.Finance

The Committee shall determine how monies raised on behalf of the Association are applied to further the purpose and objectives of the Association. The Treasurer shall keep a proper account of the finances and shall maintain the Association bank account(s). A statement of account shall be kept in respect of monies from Haringey Council. Payments by cheque shall require 2 authorised signatories who must be members of the Committee.

The Treasurer shall make a written report 3 monthly , which will be recorded in the minutes, and produce an annual statement of accounts for the AGM.

10.Dissolution

If the Committee decides at any time that it is necessary or advisable to dissolve the Association, it shall call an EGM giving 14 days' notice. If such a resolution is confirmed by a simple majority of Members present at the special meeting, the Association will be dissolved, and the Committee may dispose of any assets held by the Association to another organisation with similar aims and objectives.

11. Amendments to the Constitution

Changes to this Constitution may be proposed by any Member. Amendments must be agreed by a simple majority at the AGM or EGM. After the inaugural AGM, proposed changes must be notified to the Committee Secretary 14 days in advance of the meeting.

This Constitution was agreed by the AGM of the Shepherd's Hill Allotments Association on

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Signed(Chairperson)

Signed.....(Committee Secretary)