

# Template



## Allotments management toolkit: Model constitution for a small unincorporated association

### Introduction

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Social Farms & Gardens have worked with the Welsh Government to produce a range of resources to help ensure local authorities and others involved in the management of allotment sites in Wales maximise the potential of those sites for the local population.

With support from the Welsh Government, SF&G Wales have written a guidance document for local authorities, growers and growing groups in Wales which provides an overview of allotment site management.

The toolkit includes a series of factsheets which expand on various topics covered in the Guidance.

The toolkit also includes a selection of sample tenancy and other legal document templates to assist in site management.

All of these resources are available to download from:

[www.farmgarden.org.uk/allotment-site-management-toolkit](http://www.farmgarden.org.uk/allotment-site-management-toolkit)

### How to use this constitution

This model constitution can be adapted to fit the circumstances on the ground on any allotment site and the.



# Model Constitution for a small unincorporated association

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## 1) Name

The name of the group shall be ..... Allotment Association.

## 2) Aims

The aims of [insert name] Allotment Association will be:

.....  
.....  
.....

## 3) Membership

a) Membership is open to anyone who:

- i) .....
- ii) .....
- iii) .....

b) Membership will begin as soon as the membership form and first annual payment has been received.

c) There will be an annual membership fee which will be agreed at the Annual General Meeting (AGM) and will be payable by all members.

d) A list of all members will be kept by the Membership Secretary.

## 4) Ceasing to be a member

a) Members may resign at any time in writing to the secretary.

b) Any member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

c) Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings, or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

## 5) Equal Opportunities

The ..... Allotment Association will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## 6) Officers and committee

a) The business of the group will be carried out by a committee elected at the Annual General Meeting. The committee will meet as necessary, and not less than four times a year.

b) The Committee will consist of [insert number] members and be composed of [insert number] officers and [insert number] committee members. Up to [insert number] additional members may be co-opted onto the committee at the discretion of the committee.

c) The officers' roles are as follows:

- i) Chair, who shall chair both general and committee meetings
- ii) Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- iii) Membership Secretary, who shall be responsible for keeping records of members
- iv) Treasurer who shall be responsible for maintaining accounts.

- d) In the event of an officer standing down during the year, a replacement will be elected by the next General Meeting of members.
- e) Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.
- f) The Committee meetings will be open to any member of [insert name] Allotment Association wishing to attend, who may speak but not vote.

## **7) Annual General Meeting**

- a) An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.
- b) All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.
- c) Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.
- d) The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.
- e) At the AGM:
  - i) The Committee will present a report of the work of [insert name] Allotment Association over the year.
  - ii) The Committee will present the accounts of [insert name] Allotment Association for the previous year.
  - iii) The Officers and Committee for the next year will be elected.
  - iv) Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

## **8) Special General Meetings**

- a) The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.
- b) The meeting will take place within twenty-one days of the request.
- c) All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
- d) The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

## **9) General Meetings**

- a) General Meetings are open to all members and will be held at least once every 3 months, or more often if necessary.
- b) All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
- c) The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

## **10) Committee Meetings**

- a) Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.
- b) The quorum for Committee meetings is three Committee members.

## **11) Rules of Procedure for meetings**

- a) All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- b) If a consensus cannot be reached, a vote will be taken, and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

## 12) Finances

- a) An account will be maintained on behalf of the [insert name] Allotment Association at a bank agreed by the committee.
- b) Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.
- c) All payments will be signed by two of the signatories.
  - i) For cheque payments, the signatories will sign the cheque.
  - ii) For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer.
- d) Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- e) All money raised by or on behalf of [insert name] Association is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## 13) Amendments to the Constitution

- a) Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.
- b) Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.
- c) Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 14) Dissolution

- a) If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.
- b) If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The recipient organisation will be decided at the meeting where dissolution takes place.

This constitution was agreed at the Inaugural General Meeting of

..... Allotment Association on ...../...../.....

Name: .....

Position in group: .....

Signed: .....

Date: ...../...../.....

Name: .....

Position in group: .....

Signed: .....

Date: ...../...../.....

Name: .....

Position in group: .....

Signed: .....

Date: ...../...../.....



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