

Little Moor Allotment Association Constitution - 2022

1. **NAME** The name of the Association is the Little Moor Allotment Association ("The Association")
2. **OBJECTS** The Objects of the Association are ("the Objects"):
 - i) To advance education relating to the benefits of gardening
 - ii) To provide an association where gardeners and allotment holders can work together and take joint action for common benefit.
 - iii) **EQUAL OPPORTUNITIES** LMAA is committed to equal opportunities policy and practice and will ensure that all members, volunteers and users are treated equally and as individuals regardless of age, disability, ethnic or national origin, gender, marital or parental status, political belief, race, religion or sexual orientation
3. **POWERS** In furtherance of the Objects but not otherwise the Association may:
 - i) Raise funds by any lawful means except permanent trading.
 - ii) Accept gifts either for the general purposes of the Association or for a specific purpose within or connected with the Objects.
 - iii) Co-operate with other voluntary bodies, charities and statutory authorities and exchange information and advice with them.
 - iv) Take such steps as has been agreed with the local authority are necessary for the good management and cultivation of the allotments.
 - v) Do anything else within the law which is necessary in carrying out the Objects.
4. **MEMBERSHIP**
 - i) Membership of the Association is open to any individual interested in furthering the Objects .
 - ii) Every member shall pay an annual subscription of such amount as the Committee decides from time to time. The annual subscription is due immediately following the AGM each year, or in exceptional circumstances after the Annual Chair's Report is published.
 - iii) Every individual member has one vote at General Meetings of the Association.
 - iv) A member may resign their membership at any time, and a member who has not paid any rent or other sum due by the end of March in any year shall be deemed to have resigned.
 - v) If the Committee consider that a member's conduct is harmful to the Association it may by resolution require the member concerned either to resign or to put their case to a meeting of the Committee.
 - vi) Where the Committee is satisfied after hearing the case put by or on behalf of the member concerned that the member should leave the Association it may terminate that membership by written notice and that notice is final.
 - vii) The Committee may make provision for non-voting categories of membership, including junior membership, and set the subscriptions payable (if any).
 - viii) The Committee must keep a list of members.
5. **GENERAL MEETINGS**
 - i) There must be an Annual General Meeting of the members of the Association once in every calendar year, unless exceptional circumstances prevent that meeting, in which event the Annual Chair's report must be published to members with notice of the annual rent due (currently in February).
 - ii) At the Annual General Meeting the members will:

- a) Receive the Committee's report for the previous year, if electronic receipt via email or website has not been possible prior to the meeting
 - b) Receive the Treasurer's report and accounts for the previous year, if electronic receipt via email or website has not been possible prior to the meeting
 - c) Elect the Committee for the following year.
 - d) Elect a Chairman, Secretary and Treasurer for the following year.
 - e) Elect a suitably qualified independent auditor who shall act as auditor by undertaking an independent review of the financial records of the association.
 - f) Determine any other matter of which notice has been given.
- iii) A Special Meeting of the members of the Association may be held at any time if called by the Committee or if at least 10 members of the Association make a request to the Committee.
 - iv) A Special General Meeting must be called within two weeks of such a request.
 - v) A General Meeting requires 10 days notice to be given to the members specifying the matters to be dealt with.
 - vi) A quorum at a General Meeting is 10 members present in person or a minimum of one third of the membership, whichever is the smaller number. If there is no quorum the meeting may be adjourned for at least 14 days and the number present at the adjourned meeting, if at least three, will constitute a quorum for that meeting.
 - vii) The Chairman of the Committee or in their absence some other person elected by the meeting takes the chair at General Meetings.
 - viii) No party political or sectarian discussion shall be raised or resolutions proposed at any meeting.
 - ix) Every question is decided by a majority of the votes cast, which can include proxy votes, where notice has been given of matters to be voted on. In the case of equality of votes the Chairman has a second or casting vote.

6. COMMITTEE: COMPOSITION

- i) The Committee is the body responsible for the management of the Association.
- ii) The Committee has the power to make rules for the administration of the Association.
- iii) The Committee consists of a minimum of three and a maximum of fourteen.
- iv) The members of the Committee are elected annually at the Annual General Meeting and normally hold office until the end of the Annual General Meeting the following year.
- v) A member of the Committee who resigns by written notice to the Committee or who is absent from three consecutive meetings of the Committee ceases automatically to be a member of the Committee.
- vi) Casual vacancies in the Committee may be filled by the Committee by co-option, and a co-opted member will have the same voting powers and hold office for the same period as the Committee member he or she replaces.

7. COMMITTEE: PROCEDURES

- i) The Committee must meet at least twice in every calendar year. A special meeting of the Committee may be called at any time on seven days' notice. A quorum at Committee meetings is three.

- ii) Every question is decided by a simple majority of the Committee members present and voting at a meeting, which can occur virtually via messaging apps, email or video conferencing. In the case of equality of votes the Chairman of the meeting has a second or casting vote.
- iii) The Committee must keep minutes of its meetings and proceedings and keep safe all records relating to the Association.
- iv) No party political or sectarian discussion shall be raised or resolutions proposed at any meeting.
- v) The Committee may make rules to govern its own proceedings so long as they are not inconsistent with the provisions of this Constitution.
- vi) In the event of the elected auditor not being able to fulfil their function for the association then the committee must select a suitably qualified independent auditor of the accounts in time for the end of the current accounting year in October, and those accounts should be audited before presentation at the next AGM. The auditor should be independent of the association wherever possible

8. COMMITTEE: NOMINATIONS

- i) Candidates who wish to stand for election to the Committee shall make themselves known to the chairperson before the beginning of business at the AGM.
- ii) Nominations may also be accepted at the relevant point in the meeting provided the person named is willing to accept the nomination.

9. FINANCE

- i) All funds belonging to or raised for the Association must be used in furthering the Objects.
- ii) No member of the Committee shall receive any payment or other benefit from its funds except for reasonable out of pocket expenses properly incurred for the purposes of the Association. In addition the Committee reserves the right to award modest honoraria to individual Committee (and other) members in recognition of the work undertaken throughout the year for the Association. The levels of honoraria to be paid will be determined each year at the December Committee Meeting or the last Committee Meeting in any calendar year and presented to the AGM in the following year for authorisation to be paid prior to the treasurer closing the accounts in that year. (Usually October).
- iii) The Committee is responsible for the keeping of books of accounts and for the preparation of an annual report and annual statement of accounts for the Association.
- iv) The Committee shall maintain an account for the Association at a bank or building society and make regulations governing the signatories (of whom there must be at least two) on such accounts. All monies received by the Association shall be held in this account.

10. AMENDMENT OF CONSTITUTION

- i) The provisions of this Constitution may be amended at a General Meeting by resolution passed by a simple majority the members present but:
- ii) Notice of the terms of the proposed amendment must be given with the notice calling the meeting

11. DISSOLUTION

- i) The Association may be dissolved at a General Meeting by resolution passed by a simple majority of the members present
- ii) In the event of dissolution, the members of the Committee holding office will remain responsible for the orderly winding up of the affairs of the Association.

- iii) After paying or making provision for all debts and liabilities of the Association the Committee shall transfer any remaining assets to one or more voluntary organisations or registered charities having objects similar to the Objects of the Association.

This Constitution supersedes the previous one and was adopted at a meeting held

at The South Northumberland Cricket Club , Gosforth on 22 March 2022.

Chair of Meeting Kenneth Fawcitt.....

Secretary of Meeting Christine Hodgson.....