

# GRAVEL PIT ALLOTMENTS ASSOCIATION CONSTITUTION

## NAME

The name of the association is the Gravel Pit Allotments Association.

## AIMS

1. To provide allotments for local people to grow their own vegetables, fruit and flowers, using organic methods wherever possible, and to enjoy recreational and leisure gardening.
2. To contribute to improving the environment by encouraging local, sustainable food production and reducing food miles and conserving water.
3. To have healthy, safe, secure and well-maintained allotments.
4. To improve and encourage biodiversity and conservation.
5. To develop gardening and food production skills through education, including skills in organic methods.

## MEMBERSHIP

- The members are **allotment holders or individuals** who have paid the annual subscription and/or honorary members who have been enrolled by agreement with the members. A member may be an individual or group of individuals (e.g. school or community group).
- Parishioners take precedence for allotments but if there are not enough parishioners to fill all the plots, those living in adjoining parishes may apply. Each application to be considered on its merit.
- At any one time, the total membership should not comprise of more than 20 % of people from outside the parish and/or no more than 4 plots to be allocated to people outside the parish.
- Individuals, groups of individuals and groups (e.g. schools) may be members. There is no upper or lower age limit.
- The Association will keep a record of its members to include name, telephone number and e-mail address.
- Members agree to abide by the rules and Constitution of the Association.
- Membership of GPAA includes membership of the National Society of Allotment and Leisure Gardeners.
- The Committee reserves the right of admission and has the right to expel members if they do not adhere to the Constitution and Rules of the Association.
- The Committee will undertake to try and resolve any disputes/complaints made by tenants.

## THE COMMITTEE

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The Association's business will be conducted by a management committee. The committee has a minimum of 3 officers; a chair, a treasurer and a secretary. Of these 3 officers, a minimum of 2 must live within the parish. Other officers may be appointed from time to time by a general meeting of the members.

Officers are elected for one year at the annual general meeting, and are eligible for re-election each year. Officers can also be dismissed, by a vote at a special general meeting. The committee will meet to conduct business at least once a quarter. They will keep minutes and financial records which are open for inspection by any member.

All posts are voluntary, unpaid and open only to members.

## **AUDITOR**

The Committee shall appoint an Auditor to audit the accounts and submit a report to the Annual General Meeting.

## **MEETINGS**

- **The Annual General meeting**
  - At least seven days' notice will be given before this meeting. Items for the agenda should be given to the Secretary in good time and the agenda will be circulated by e-mail and via village notice boards at least 24 hours before the meeting.
  - The Chair/Secretary and the Treasurer will report to the meeting.
  - The officers for the following year shall be elected.
  - Voting will be by a show of hands and decisions will be by a simple majority of votes. The chair has a casting vote, which he or she may choose to use. Voting shall be on the basis of one vote per member, irrespective of the number of plots cultivated.
  - No discussions shall be raised or resolutions proposed at General Meetings which are sectarian or illegally discriminatory in purpose or effect.
- **Special General meeting**
  - If a Special General Meeting is necessary, it must be called for by a minimum of 3 members
  - 3 members shall form a quorum.
- **Committee meetings**
  - Committee meetings will be held once a quarter or more often if necessary.
  - All members of the committee to attend if possible.

## **BANK ACCOUNT**

- The Association will open and maintain a bank account in the name of the Association and all monies received from any source on behalf of the Association will be paid into that account.

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- Records and accounts of all transactions will be kept by the Treasurer.
- Cheques are to be signed by a minimum of two signatories.
- Association funds will not be spent by the committee other than to pay rent to Yapham-cum-Meltonby Parish Council or its successors, to pay such bills or expenses that may arise, or unless it directly benefits allotment holders on the site.

## CLOSING DOWN

The Association can be dissolved at a General Meeting by an affirmative vote to this effect of three quarters of the membership present and voting.

When the association comes to an end, the land will be returned to the landowner through the termination of the lease. The remaining assets of the group will be disposed of either by:

- Offering them to other start up allotments via NSALG or other similar group.
- Being sold with the profits being given into the safe-keeping of Yapham Parish Council on the proviso that they are either used within 10 years to re-establish a local allotments association or, after that time, used to develop a local nature reserve or similar environmental project.

## ADOPTION

This constitution and rules were adopted at the general meeting in 2009.

Signed	<i>Suzanne Allan</i>	<i>Denise Mitchell</i>
	Mrs Suzanne Allan, Chairperson	Mrs Denise Mitchell, Secretary