

# Ramsbury Allotment Association

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## Constitution:

1. **The Name of the Association:** is the Ramsbury Allotment Association
2. **Committee of Management:** The Committee of Management must be Members of the Association and shall consist of a Chairman, Secretary and Treasurer and 6 members of the Association one of whom must be a Parish Councillor and shall be elected from Members of the Association at the Annual General Meeting. The Committee of Management may fill any vacancy arising during the year. Members appointed will be full voting members of the Committee and will count towards a quorum.
3. **Official Communications:** shall normally be received and signed by the Secretary or, in the absence of the Secretary, by the Chairman or Treasurer,
4. **The Aims of the Association are:** to assist all members in the pursuit of gardening as a recreation and to promote health, education and community fellowship.
5. **The Objectives of the Association are:** to promote the interests of the members with regard to proper cultivation, good management and enjoyment of the allotments; to maintain and improve facilities and condition of the site and to encourage and educate others to do the same; to ensure that as many plots as possible are tended and to aim to manage the site in an environmentally friendly way.
6. **Frequency of Meetings:** The Committee of Management will meet quarterly, or more frequently, if required by the Committee.
7. **Quorum at Committee Meetings:** A quorum at General Meetings shall consist of a minimum of two (2) Committee Members and two (2) *officers* of the Ramsbury Allotment Association.
8. **Extraordinary meetings.** *An extraordinary general meeting must be called if one third of the members so request in writing to the Secretary. 14 days notice of such a meeting shall be given.*
9. **Financial Records:** The Treasurer shall keep, in date order, a record of all income and expenditure related to the Association's financial transactions and all expenditure must be supported by a supplier's receipt or appropriate voucher which shows the date of the expenditure, the total amount and the purpose for which payment was made. Receipts for membership fee income shall be given, recording the date paid, the duration of the membership fee, and the name of the member. This receipt will be proof of membership.
10. **Duties and Powers:** the Association shall have full power to do all things necessary or expedient for the accomplishment of its objectives, including;
  - To hold an Annual General Meeting (AGM), giving fourteen (14) days written notice of the date, agenda and place.
  - To invoice Members not less than twenty one (21) days prior to the subscription day (01 January each year)
  - To submit accounts and annual report at the AGM.
  - To maintain a bank account in the name of the Association, Cheques will require at least two (2) signatures of committee members.
  - To keep accounts, these shall be available for inspection by members at seven (7) days notice.

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- To determine the annual rent for each plot, giving due consideration to variations in area.
- To inspect the site annually and record any problems. Where plots are persistently unworked or show breaches of the rules Members will receive a warning notice.
- To note serious, or persistent minor, breaches of the Members agreement. This will be followed by eight (8) weeks warning to remedy the breach. If the breach is not remedied in this period then, if this is the view of the majority of the Committee, it can terminate the Agreement on one (1) months final notice. In the event of a Member's death, or inability through ill-health to work the allotment, the Committee will exercise its discretion.
- To terminate a membership with fourteen (14) days notice for stealing, wildlife or poison offences.
- To deal with complaints. The committee will only investigate complaints made in writing to the Secretary. Any Member, against whom a complaint has been made, will be made aware of the problem and has the right to respond in writing or put their case to the Committee in person.