

CAPEL ST MARY ALLOTMENTS ASSOCIATION

Affiliated to R.H.S & N.S.A.L.G.

President Steve Baker

www.capelallotments.co.uk

RULE BOOK

ISSUE 6 24 05 11

1. Purpose of the Rule Book. The rules of the Association have been developed from the Constitution of the Association to define the day to day running of the Association's activities.

2. Objectives. The objectives of the Association shall be:

- (a) To support the interests of all members in their gardening activities.
- (b) To manage the allotment site on behalf of the Capel St Mary Parish Council in the best interests of the Associations plot-holding membership.
- (c) To obtain bulk supplies of seeds, fertilizers and horticultural sundries for sale to members in order that they may benefit from any special quantity discounts thus obtained.
- (d) To organise an Annual Produce Show and other events.
- (e) To make donations and or loans, as the General Committee of the Association consider fit and proper to the Parish Council for the purpose of capital improvement projects at the Allotments Site and for the purpose of purchasing machinery for use on the Allotments Site

3A. Membership. Membership is open to anyone paying the non-returnable annual subscription. New Memberships will be provisional until approved by the General Committee. A provisional member will not have any voting rights. A membership may commence at any time of the year. Members may be Plot Holders or Garden Members. All members will be affiliated to the National Society of Allotment and Leisure Gardeners. All members will enjoy equal status, whether being a Garden Member or a Plot Holding Member.

Paper and electronic records of details of members will be maintained and will not be made available to any third party without the prior approval of the member concerned. A member requesting a copy of their personal details held by the Association will receive the information within 30 days without charge.

3B Cessation of Membership. A membership will cease in the following eventualities:

The member's resignation.

When his or her subscription has not been paid by the first day of January in any year.

In the event of the General Committee determining that a person continuing in membership is not in the best interest of the Association. The member will be advised of any such decision as soon as practicable in writing.

The circumstances of the expulsion of a plot holder member will be reported to the Parish Council.

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4. Subscriptions. Renewal of membership is by invitation of the General Committee. Every member invited to renew shall pay the Association a non-returnable annual subscription renewable on the 1st of January each year and payable in advance on the 1st of September for the following year. The amount shall be decided annually at the A.G.M. Notwithstanding the above, the General Committee shall be authorised to increase the Annual Subscription by an amount not exceeding 25% should this become necessary at any time to avoid a situation whereby essential expenditure is likely to exceed current income.

5. Officers. President, Vice President, Chairman, General Secretary, Treasurer, Stores Manager, Seed Scheme Manager, Site Manager, Membership Secretary and Show Secretary.

The President shall be an Honorary Life Member. The Vice President shall be an Honorary Member during his or her period of office.

Officers shall be elected at each AGM from candidates nominated in accordance with paragraph 5a. Retiring Officers shall be eligible for re-election. With the exception of the Seed Scheme Manager, Membership Secretary, and the Show Secretary, the elected Officers shall constitute an Executive Committee. All the elected Officers shall be ex officio members of the General Committee.

5(a) Nominations. Nominations for Officers and Committee must be handed to the Secretary on the appropriate forms no later than three clear working days prior to the date of the A.G.M. Nominations must bear the signature of the nominee to show that he / she is willing to serve in the capacity in accordance with the Association Constitution. Nominations must be signed by the Proposer and Seconder both of whom must be members of the Association.

Nomination forms will be available from the Secretary on application during the three weeks prior to the A.G.M.

Retiring Officers and Committee Members standing for re-election will be nominated as a group on a single nomination form.

6. General Committee. The General Committee shall consist of the elected officers and up to six other members. The General Committee shall retire at the AGM and be eligible for re - election. Casual vacancies shall be filled at the discretion of the Executive Committee by co-option or election.

A quorum shall be six members of which at least three must be Executive Committee Members.

The General Committee shall meet at least once every quarter to receive reports on and to approve the work of the Executive Committee, and to deal with any matters arising. The hire cost of meeting rooms being met by the Association.

7. Changes to the Rules The content of the Rule Book will be agreed and amended as required by the General Committee of the Association. In addition a member may propose changes to the Rules by making a proposal that has been seconded by a member at the A.G.M. Any change in the Rules will be notified to members by placing a notice on the Allotments Site Notice Board and in the next available members News Letter

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8. Executive Committee. The Executive Committee shall meet as necessary to conduct the affairs of the Association, the hire cost of meeting rooms being met by the Association. A quorum shall be three members. The Executive Committee shall give a report of its activities to the General Committee at each quarterly meeting and at its discretion may defer any matters it considers need approval of the General Committee until the next General Committee Meeting or call an extra - ordinary General Committee Meeting if this is deemed necessary.

9. Allotments Management Committee. The Chairman, Treasurer, General Secretary and Site Manager will be co-opted members of the Parish Council's Allotments Management Committee. The co-opted members will report on the management activities delegated to the Association by the Parish Council and site management in general.

10. The Annual Show. The General Committee shall be responsible for organising and running an Annual Show.

11. Bank Account. Current and Deposit Accounts shall be maintained in the name of the Association, it being the Treasurer's responsibility to control and account for all receipts and payments in the name of the Association through these accounts.

Cheques shall be signed by two out of the following five designated signatories: - Chairman, Treasurer, Secretary, Site Manager, Stores Manager. A designated signatory shall not be cohabiting with or related to another designated signatory.

12. Auditor At least one Auditor shall be appointed who is not a member of the Committee to Audit the accounts for presentation at the A.G.M.

13. Annual General Meeting The Association shall hold in each year a General Meeting as its Annual General Meeting in addition to any other meetings held in that year. All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings.

14. Termination of the Association Should the General Committee of the Association decide, for whatever reason, the continued existence of the Association is no longer viable, then an Extraordinary General Meeting of the Association shall be called.

If the EGM endorses the view of the General Committee that the Association be wound up, by a simple majority of those present and voting, then assets of the Association that remain after all costs involved in the liquidation have been met shall be divided equally amongst the membership as at the date of the General Committee's decision to call an EGM.

15 Disputes. In the event of a dispute arising between a member and the Association the matter will be referred to the Executive Committee for resolution. In the event that the Executive fail to reach agreement the matter will be referred to the General Committee for resolution. In the event of the General Committee failing to resolve the dispute the Association will seek to appoint a member of the National Society of Allotments and Leisure Gardeners for final resolution of the complaint.

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16 Duties.

- 1. Chairman.** Responsible for overall planning and control of the Association's activities in consultation with the Executive and General Committees: to review those activities at the A.G.M. and outline future planning. To organise a Best Kept Allotment Competition
- 2. Treasurer.** To conduct and account for the financial affairs of the Association, maintaining up to date auditable records at all times and to present to the A.G.M. a complete and comprehensive audited Financial Statement.
- 3. Secretary.** To conduct correspondence, organise committee meetings, to take and distribute minutes and maintain up to date records covering the Association's Constitutional activities and to ensure that its members receive all essential notices and information by liaison with all committee members.
- 4. Stores Manager.** To control and account for all the arrangements appropriate to the purchase and sale of supplies through the Association's Store and to ensure that members are always fully informed concerning availability and price of supplies.
- 5. Seed Scheme Manager.** To organize operate and control of Seed Schemes with the National Society of Allotment and Leisure Gardeners, or with any Seed Merchants offering advantageous terms for the benefit of the Association's Members
- 6. Site Manager.** To control all aspects of maintenance of the Allotment Site in Pound Lane, and to organise all necessary labour, materials and specialist contractors as required to keep the site and machinery in good order. Also to deal with orders and delivery of manure in the autumn.
- 7. Membership Secretary.** To maintain up to date records of membership and plot tenancy. To organise and control the annual collection of Plot Rentals and Subscriptions. To keep the General Secretary informed of the membership / plot situation in liaison with the Site Manager
- 8. Show Secretary.** To form and lead a Show Team following the principles of the RHS as far as possible and to add additional features to ensure the Show is a quality village event. To maintain a Show Manual to be followed in future years.

Minor changes March 2017

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CSMAA Rule Book