

Articles of the Constitution

Of

Gander Green Allotment and Gardening Association

1) Name

The name of the Association shall be 'The Gander Green Allotment and Gardening Association' (hereinafter 'the Association').

2) Objectives

The objectives of the Association shall be:

- i) To promote the interests of all members in allotment and gardening.
- ii) To maintain and improve facilities which will help Members to pursue these activities
- iii) To obtain a supply of seeds & fertilizers, tools and other horticultural equipment for purchase by members of the Association as defined in Article 9.
- iv) To hold events as required.
- v) To co-operate with other gardening associations in matters of mutual interest.
- vi) To encourage all tenants of Gander Green Allotments and others to join the Association
- vii) The Association shall not be responsible for the Gander Green Allotment site, which shall remain the responsibility of Sutton Council. However:
 - a) The Association may arrange for voluntary work to be done on the site and encourage others to assist.
 - b) The Association shall encourage allotment plot holders to advise Sutton Council when work on the Gander Green Allotment site is required.
 - c) A member of the Association Committee shall attend Sutton Council Allotment Committee meetings to advise the council of general points of concern.
- viii) The Association shall not be associated with any party-political or sectarian association or be discriminatory in purpose or effect,

3) Officers

- i) The Officers of the Association shall be a Chair, Secretary, Treasurer and Trading Secretary. Other officers may be elected, if considered appropriate by a General Meeting.
- ii) In exceptional circumstances, following the tabling of a specific agenda item to the effect, Officers may be dismissed by a majority vote at a general Meeting, with a quorum of ten votes cast.

4) Committee of Management

- i) The affairs of the Association shall be conducted by a Committee of Management, of not less than 5 members.
- ii) The Committee shall retire at the Annual General Meeting but shall be eligible for re-election.
- iii) The Chair, Secretary and Treasurer shall be eligible for re-election each year by majority vote at Annual General Meetings, with a quorum five votes cast.
- iv) The Trading Secretary shall be appointed by the Association Committee.
- v) Casual vacancies shall be filled by the Committee and the members so appointed shall hold office until the next Annual General Meeting.
- vi) Tenure of any post on the Committee and of all other offices voted for at a General Meeting, whether permanent or temporary, shall be voluntary, unpaid and open only to Members of the Association.
- vii) The Committee shall meet to discuss issues relating to the Association, no less than once each quarter.
- viii) The Chair, Secretary and Treasurer and Trading Secretary and where appropriate other members of the Committee shall keep accurate records of their dealings on behalf of the Association, which shall be available for inspection by Members.

5) Membership.

Membership of the Association shall consist of:

- i) Tenants of the Gander Green Allotments and any members of the public
- ii) One membership shall be required for Groups or tenants who share the use of one or more plots.

6) Subscription

Every member of the Association shall pay a subscription renewable annually from the date of joining.

7) General Meetings

- i) The Annual General Meeting shall be held within two months of the end of the Associations financial year. Five members shall form a quorum, the audited accounts and Secretary's Report shall be submitted and the Officers and Committee elected for the ensuing year.
- ii) At least 21 days advance notification of the date and agenda of any General Meeting shall be posted on the Allotment shop notice board and on the gates of the Gander Green Allotment site for Members who are not Gander Green allotment tenants.
- iii) Propositions for the agenda shall be communicated to the Secretary, allowing sufficient time to allow preparation for the meeting.
- iv) Emergency General Meetings shall be called in writing to the Secretary

8) Finances

- i) The annual membership fee for the Association and any proposed change shall be fixed by vote at a General Meeting.
- ii) The Association shall hold Membership of the National Society of Allotment and Leisure Gardeners Ltd. A condition of membership shall be to agree to pay such annual affiliation contributions as may from time to time be prescribed and reported thereon to the Annual General Meeting.
- iii) The Committee shall maintain bank accounts in the name of the Association and all monies received from any source on behalf of the Association shall be paid into those accounts.
- iv) The Association Financial Year shall be 1st November - 31st October
- v) The Treasurer shall maintain records and accounts of all transactions including those associated with the shop and present a summary of the accounts for the financial year at the Annual General Meeting.
- vi) A qualified auditor shall be appointed by the Chairman who is not a member of the Committee to audit the accounts and report thereon to the Annual General Meeting
- vii) All assets and liabilities shall be recorded in the accounts. Assets shall include but shall not be limited to the buildings associated with the Allotment Garden Shop, all stock and other materials held therein. Liabilities shall include but shall not be limited to all unpaid accounts.
- viii) At the beginning of each financial year the Committee shall determine a budget for the following year.
- ix) Payments shall only be made against receipts and invoices. No payments shall be made or agreed unless accounts are in credit. Payments for the expenses on the shop shall be limited to £50. Payments over this amount shall be agreed and minuted at a meeting of the Committee.
- x) The authority to sign Cheques shall normally be the Treasurer but if unavailable the Trading Secretary.

9) Allotment Garden Shop

- i) The Committee shall appoint a Trading Secretary who shall be responsible for the management of an Allotment Garden Shop at the Gander Green Allotment Site as required by the objectives of the Association.
- ii) Any maintenance requirements to the shop shall be reported to the committee.
- iii) The shop shall be open to Members of the Association only.
- iv) Sufficient revenue shall be sought to pursue the objectives of the Association.
- v) Shop funds shall not be used for works to the Site which the London Borough of Sutton has a duty and budget to carry out.
- vi) The Trading Secretary shall keep accurate records of takings, purchases and expenses associated with the shop and associated buildings.
- vii) All cash and receipts for expenditure shall be passed to the Treasurer.
- viii) The Trading Secretary shall present a summary of the shop accounts for the preceding year at the Annual General Meeting.

10) Changes to Constitution and Dissolving of the Association

- i) Amendments to the constitution shall be made at an Annual or Special General Meeting.
- ii) In the event of closure of the Association (e.g. on closure of the site) assets shall be realised and distributed to current paid-up members.

11) Site Representative

The Site Representative shall be

- a) Associated to the Association.
- b) Act as a communication link for all plot holders to Sutton Council Parks Department
- c) Note plot holders concerns, regularly check the following and, report all defects to the Sutton Council Parks Department and advise the Association.
 - Defects/ damage to fences
 - Operation of gate locks
 - Maintenance of access paths
 - Maintenance of water supplies
 - Malicious damage to plots (also report to the Police)

The Site Representative shall attend Council allotment meetings

TO Be Voted on at AGM Dec 2018

12) Privacy notice

Personal Information

The Association does not disclose private data to third parties. The only data held by the Society on individuals, is that which was supplied to it when a membership was bought, renewed or updated. The accuracy of that data is dependent on the information supplied by the member and as such the Society cannot be held responsible for any errors in this information.

All data is stored securely and used only to ensure the day to day operations of the Society, it is not shared or sold to a third party. We may at times contact you directly concerning developments within the Society, and we will offer you the opportunity to opt out of initiatives if you so wish.