

NEWBOULT ROAD ALLOTMENTS ASSOCIATION

RULES AND CONSTITUTION OF THE ASSOCIATION

- 1 The name of the association shall be THE NEWBOULT ROAD ALLOTMENTS ASSOCIATION.
- 2 The association shall be non profit making.
- 3 The objects of the association shall be
 - a. To promote the horticultural and gardening interests of members.
 - b. To promote the interest of other allotment holders and gardeners in the Stockport area and to take joint action for the benefit of the members.
 - c. To co-operate with any committee set up by the government or local authorities or other bodies to further the interests of allotment holders and gardeners.
 - d. To take such steps as may be required by the local authority for the good management and cultivation of allotments.
 - e. To provide garden materials (e. g. seeds fertilisers), tools and equipment for purchase or rent by members of the association at competitive prices.

MEMBERS

- 4 Membership of the association shall consist exclusively of allotment holders at Newboults road who are resident within the district of Stockport Metropolitan Borough, to the exclusion of the members spouse, partner or family member.(One member one vote.)

SUBSCRIPTIONS

- 5 Every member shall pay an annual subscription as may be determined by the committee. Subject to part.A. of the sub-tenancy agreement with S.M.B.C.

CESSATION OF MEMBERSHIP

- 6 A member shall cease to be a member in the following circumstances.
 - a. The death of a member.
 - b. The member's resignation.
 - c. Non-payment, by the member of the annual subscription by Feb 9th. The legal obligation of members under the allotments act 1908..

LIST OF MEMBERS.

7 The committee of management shall appoint one of its officers to maintain an alphabetical list of members which shall be updated annually and which shall contain.

- a. The name, address, telephone number and e-mail address (where available) of each member
- b. The date when the member joined.
- c. The date when subscriptions received.

OFFENCES

8 Abusive behaviour of any kind will not be tolerated on this site, including abuse of a sexual, verbal, physical, racial, etc. nature. This is not an exhaustive list.

CONFLICT RESOLUTION PROCEDURES.

9 Any member wishing to complain about the behaviour of another member shall bring his/her complaint to the attention of the committee, in writing. The committee will immediately inform the member against whom the complaint has been made, also in writing, of the complaint against him/her and whether the committee intend to investigate the said complaint before deciding on any necessary action the committee deems appropriate.

10 The member shall, within 21 days of the date of the letter from the committee, set out his/her defence against the complaint, in writing. Whereby a hearing will be conducted by the committee, for the purpose of resolving the said issue.

11 After hearing the members defence, the committee shall by a vote of two thirds of the committee decide what action needs to be taken. If the committee upholds the allegation, the member will be notified, in writing, via recorded delivery.

12 In relation to the seriousness of the offence, any due action by the committee will be binding. If the offence is serious enough to warrant a 'Notice to Quit' the said member will vacate their plot within 28 days.

13 The member against whom the 'Notice to Quit' has been made may appeal against a decision of the committee, in writing, within 14 days. An extraordinary general meeting will take place to consider and vote on the expulsion by the committee.

14 The vote at the extraordinary general meeting shall be final and binding and the member, if his/her appeal fails, shall have his/her membership terminated and shall vacate their plot within 28 days of the extraordinary general meeting.

15 Section 5 in part B. of the tenancy agreement reads. Any dispute between the association and any individual plot holder which cannot be resolved by the association may be referred to the Director of leisure services from time to time of the council or such other authorised officer of the council whose decision shall be final.

COMMITTEE OF MANAGEMENT OF OFFICERS

16 The affairs of the association shall be conducted by a 'Committee of Management' (The committee). The principal officers shall be.

a, Chairman.

b, Treasurer.

c, Secretary.

17 The committee shall consist of not fewer than five and not more than seven members (including principal officers) and the committee shall appoint its individual members to assume responsibility for the following matters.

Equipment use and maintenance.

Repairs and maintenance of plots and infrastructure.

Shop sales

Liaison with Allotments Stockport and S.M.B.C.

18 The committee shall meet not less than three times a year.

19 A quorum of committee meetings shall be at least half the total of number of members of the committee, including two principal officers.

20 Casual vacancies shall be filled by members co-opted by the committee and members so appointed shall have full voting rights and count towards a quorum and shall remain on the committee until either,

A, the end of the casual vacancy or,

B, the next annual general meeting.

21 All members of the committee (and co-opted members) shall retire at the annual general meeting and be eligible for election.

22 Nominations for members to be elected to the committee of management shall be listed on the proposals form, which shall be available in the shop, to be submitted at least fourteen days before the annual general meeting, with proposals and seconders signatures, members only.

ACCOUNTS

23 The annual accounts should be examined each year by a chartered or certified accountant and the accountant should prepare a report in accordance with professional standards then in force and should be attached to the annual accounts and submitted to the annual general meeting. The accountant should not be on the committee or related to a member of the committee of management.

24 A stock count shall be carried out by members of the committee assisted by two or more volunteers drawn from the members, or in the event that no members volunteer, by two other committee members.

25 The date of the stock count shall be as close to 31st December as is reasonably practical and its date shall be communicated to the accountant who shall be invited to attend and observe.

GENERAL MEETINGS

26 The minutes of the previous A.G.M. or extraordinary general meeting shall be read, proposed as an accurate record, seconded and the members shall vote on their adoption after any necessary corrections have been agreed.

Matters arising from the minutes of the previous A.G.M. shall be discussed. The chairman of the management committee shall present a report to the members for discussion and adoption by the members.

The presentation, discussion and adoption by the members of the annual accounts together with the accountants report thereon.

The presentation, discussion and adoption of the secretary's report.

The election of members to serve on the committee of management until the next A.G.M.

27 The annual general meeting (A.G.M.) will be held in April of each year.

28 Extraordinary general meetings shall be convened at such times as the committee decide or upon requisition in writing to the committee by at least ten members.

29 Ten members shall form a quorum for all general meetings.

DISCUSSIONS AT MEETINGS

30 No party political, sectarian, gender discrimination or racial discussions shall be allowed. Resolutions proposed, seconded and voted on shall be acted upon by the committee members.

BANKING

31 The treasurer shall open a banking account or accounts in the name of the association with such banks and building societies as the treasurer shall elect and all monies received, from any source by the treasurer or secretary on behalf of the association shall be paid into such accounts.

ALLOTMENT RENTS

32 The rent year runs from 1st January to 31st December and the rent is due in advance. If a member has not paid the rent by 9th February in the year for which the rent is due and the committee has not been contacted by or on behalf of the member, the committee will deem the member to have resigned as a member and the plot will be let to the next person on the waiting list. Under the terms of the allotments act 1908.

MEMBERS RESPONSIBILITIES

33 Members must cultivate their plot, keeping their plot, paths and adjoining roadway tidy. Sheds and greenhouses should be kept in good condition and treated as appropriate with wood preservative or paint. Weeds, waste, rubbish, clay or manure shall not be dumped on the roadway or on the verge.

34 If a member does not cultivate his/her plot to a standard which is acceptable the committee will take steps to terminate the tenancy and expel the member. A plot may not be sub-let or left to another to cultivate his/her plot, it should be relinquished in accordance with the association's rental agreement with Stockport Metropolitan Borough Council.

SHEDS AND GREENHOUSES

35 The proposed site of sheds and greenhouses must be approved by the committee. A sketch must be submitted with the request.

SPEED LIMIT

36 Motorised vehicles on the site will be restricted to a speed of 10 mph. Roadways must remain clear. Members parking areas must be respected.

DOGS

37 All plot holders bringing dogs on to the site must keep them under control on a leash and must remove any faeces.

CONVERSION AND DISSOLUTION

38 The association may be converted into a registered society or may be dissolved, or any of these rules may be amended by a resolution carried by a two thirds majority at an extraordinary general meeting of which 28 days notice must be given.

39 The purpose of each resolution shall be stated in writing in the notice convening the meeting.

40 In the event of the dissolution of the association all monies and assets will be handed to Allotments Stockport to be distributed free of charge to other like minded associations.

MATTERS NOT PROVIDED FOR

41 Any matters not provided for in these rules shall be dealt with by the committee after consultation with as many members as possible.

ALLOCATION OF VACANT PLOTS

42 The committee will adopt the following procedures.

Surrender of the plot will be immediate, that is when the outgoing tenant gives due notice of termination of their tenancy. Note that if the plot is abandoned or un-worked the committee shall invoke rules 8 and 34. It will be up to the incoming and outgoing tenants to reach agreement regarding existing plants, crops and any other material on the plot. It will be up to the incoming and outgoing tenants to reach agreement regarding sheds, greenhouses, compost bins, fixtures and fittings, etc. Should items be left by an outgoing tenant and no agreements made with the incoming tenant then the committee may sell items to other plot holders for an agreed price and the proceeds used for the benefit of the association. No items should be removed from any vacated plot by anyone without the committee's permission .

GATES

43 All gates must be kept locked, with the exception of the main gate which will be allowed to be open until 1 p.m. Sundays and for deliveries.

TRUSTEES

44 Trustees may be appointed on a rolling term tenancy, to be responsible for rent payment to S.M.B.C. and any breaches of tenancy. The agreement with S.M.B.C. allows for 3 trustees on site.

Adopted by the members by majority vote at the annual general meeting held on 29th April 2015.

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Chairman.