# FAREHAM ALLOTMENTS AND GARDENS ASSOCIATION CONSTITUTION 

## AIMS AND OBJECTIVES

The aim of the association is to provide facilities for residents of the borough of Fareham to cultivate allotments and to provide facilities for gardeners in that area. The property of the association and any profits made shall be owned by the members

## RULES

## FINANCIAL YEAR

The financial year of the association shall be from October $1^{\text {st }}$ to September $30^{\text {th }}$ of the following year.

## MEMBERSHIP

Membership is open to all persons willing to pay an annual subscription agreed at the Annual General Meeting. Subscriptions unpaid by October $31^{\text {st }}$ of any year will automatically cancel membership. Anyone joining the association after August $1^{\text {st }}$ in any year will be a member until September $30^{\text {th }}$ of the following year. All spouses/partners of members shall be honorary members.

All members shall undertake to pay the contribution laid down by the Rules and to be bound thereby. Full records of membership will be kept and each member will be entitled to one vote.

The Association recognises that everyone has a contribution to make to our society, and a right to equal treatment. We aim to ensure that no-one will be discriminated against by us on the grounds of: age, class, employment status, physical or mental disability or mental health, political belief, race, religion, sex, marital status or caring responsibilities, sexuality, unrelated criminal convictions.

## MEETINGS

The AGM will be held in November or December. The venue, date and time of the meeting will be displayed at all sites at least 30 days before the meeting. Any proposals or nominations must be seconded and in writing and in the hands of the secretary 30 days before the scheduled meeting. An EGM may be called by 20 members giving notice to the secretary. The venue date and time of the meeting is then to be displayed for at least 30 days as in the rule above.
Committee meetings to be held at two monthly intervals on odd months or at such time as the committee may decide.

## URGENT MATTERS

Any urgent matter may be dealt with by the meeting of a quorum which shall consist of the Chairman or Vice Chairman, Secretary, Treasurer and three other officers. Any decision made by a quorum shall be ratified at the next committee meeting

## ELECTIONS

The principal officers of the association to be elected annually at the AGM are:-

Chairman, Secretary, Treasurer, Trading Manager, and the Allotment Managers .
The committee shall consist of up to a total of 15 members elected annually at the AGM of whom 4 may be honorary members. Members may be co-opted during the year at the discretion of the committee to fill vacancies.

ACCOUNTS
All monies received on behalf of the association shall be paid into the association's bank account: under no circumstances shall monies be paid into a personal account. The accounts to be balance bi monthly and also to agree with the bank statements. The accounts to be independently checked at the end of each financial year by a person appointed at the previous AGM. All cheques to be signed either by the Treasurer or one of the following:- Chairman, or Secretary. The treasurer must present manually or electronically the current spread sheet up to the end of the previous month together with a copy of the Bank statement also showing the bank balance to the end of the previous month, this to be countersigned by a member of the committee as prove of accuracy. All banking transactions by digital transfer to be verified at each committee meeting to maintain integrity of accounts.

## TRADING

The shops at the Gillies and Wickham Road may be open on Saturdays and Sundays between 09.00 and 12.00 and at other times at the discretion of the shop managers. Members may be asked to show membership cards at the time of purchase. Any member known to be selling purchases for a profit to non - members will be expelled from the association.

## REPRESENTATION OF THE ASSOCIATION

The association shall be represented on the Fareham Borough Council Allotment Committee by two members of the committee these will be two allotment managers or nominees appointed by the committee.

## CONDUCT OF MEMBERS

Should the conduct of a member be called into disrepute a notice in writing shall be sent to the secretary from the complaining member within 14 days of the incident. The member complained of shall be invited to the next scheduled committee meeting or if sufficiently urgent a special committee meeting shall be called, where the complainant shall be invited to put his/her complaint. The member complained of may have a "friend" who must be a member of the association to put their case. The committee shall make a judgement as to what action should be taken. The action permissible shall be: -
No further action
Warn the member to be of good conduct for a set period of time stated by the committee and any transgression during that period will result in expulsion.
Expulsion from the association
If the committee feels the complaint is malicious, they may take similar action against the complainer.

Any officer of the Association who leaves under an expulsion order cannot be readmitted to the association or hold office for a period of ten years from the date of expulsion.

Any officer who resigns for reasons where there are no clear and justified repercussions for not following procedures, guidance or direction shall not be allowed to become an officer for a period of five years from their resignation.

## ALTERATION OF RULES

Any proposal to alter the rules must be in the hands of the secretary thirty days before the AGM. Any alteration of the rules of the association to be approved at the AGM and will come into force when the minutes of that meeting have been approved.

## TERMINATION OF THE ASSOCIATION

One month's notice must be given to members before the termination of the association. Any Funds or property held by the association will be given to registered charities. The charity(ies) will be decided by members at a winding up meeting by a simple majority. Only members of at least twelve months standing can vote on this item.

