

Constitution of Nuthurst Community Allotment Club

1. Name

The name of the Club shall be Nuthurst Community Allotment Club or such other name as the Committee may from time to time decide.

2. Administration

Subject to the matters set out below the Club and its property shall be administered and managed in accordance with this constitution by the members of the Committee, constituted by clause 6 of this constitution.

3. Aims

The aims of the Club will be:

- To provide a place where people of all ages from Nuthurst Parish and the surrounding area can get together and grow vegetables, fruit and flowers in a sustainable way, and to share and enjoy the produce grown.
- To provide a space in the allotment for the children from St Andrew's Primary School for their after-school gardening club, to encourage them to learn about how their food is grown.
- To set up a field kitchen to produce meals from the produce grown at the allotment, and to share recipes and enjoy eating together.
- To carry out any other activities which the members shall from time to time decide.

4. Powers

In furtherance of the aims but not otherwise the Committee may exercise the following powers:

- power to raise funds and to invite and to receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- power to open and operate bank accounts;
- power subject to any consents required by law to borrow money;
- power to cooperate with other clubs, voluntary bodies and statutory authorities engaged in furtherance of the aims and to exchange information and advice with them;
- power to support any charitable trusts, associations or institutions formed for all or any of the aims;
- power to do all such lawful things as are necessary for the achievement of the aims..

5. Membership

Membership is open to anyone who:

- lives in the Nuthurst parish or the surrounding area; and
- supports the aims of the Club

Membership will begin as soon as the membership form and first annual payment has been received.

There will be an annual single membership fee of £90 per person, and an annual family membership fee of £120 (which includes up to 2 adults and all children under 18 and students), or such other amount which will be agreed at the Annual General Meeting (AGM) and will be payable by all members.

A list of all members will be kept by the Secretary.

Ceasing to be a member

Members may resign at any time in writing to the Secretary.

Any member who has not paid their membership fee for one year will be contacted by the Committee, who will then decide whether that member is deemed to have resigned.

The Committee may unanimously and for good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend or representative, before the final decision is made.

6. Officers and Committee

The business of the Club will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of at least 3 members, and be composed of 3 officers. The officers' roles are as follows:

- Chair, who shall chair both general and Committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers and for keeping records of members
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any Committee member not attending a meeting without apology for three months will be contacted by the Committee and asked if they wish to resign.

The Committee meetings will be open to any member of the Club wishing to attend, who may speak but not vote.

7. Meetings

7.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the Committee may be made to the Secretary before the meeting, or at the meeting. The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of the Club over the year.
- The Committee will present the accounts of the Club for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

7.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the Committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks written notice of such a meeting, giving the venue, date, time and agenda.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

7.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given two written weeks' notice of such a meeting, giving the venue, date, time and agenda.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

7.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

8. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

9. Finances

An account will be maintained on behalf of the Club at a bank agreed by the Committee.

Two cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by both of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by the signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of the Club is only to be used to further the aims of the Club, as specified in clause 3 of this constitution.

10. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

11. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the Club it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Club.

If it is agreed to dissolve the Club, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

12. Notices

Any reference to written notice in this constitution means by email, unless a member has made a prior request in writing to the Secretary of their preference to be given notice by post and has supplied a valid UK address for this purpose.

In the case of family memberships notice need only be given to one adult family member.

This constitution was agreed at the Inaugural General Meeting of the Nuthurst Community Allotment Club on:-

Date: 22 February 2021

Name and position in the Club: Angus White (Joint Chairman)

Signed *Angus White*

Name and position in the Club: Jonathan van der Borgh (Joint Chairman)

Signed *Jonathan van der Borgh*