



Whitstone (South West Counties Allotment Association) Allotment Group

1. NAME: Whitstone (SWCAA) Allotment Group

2. OBJECTIVES:

- a) To promote the interests of the members and landlord with regard to the proper cultivation, good management and enjoyment of the allotments.
- b) To provide an effective vehicle through which communication between the allotment holders and the Parish Council could be maintained.
- c) To harness the enthusiasm of allotment holders and convert this into effective use of resources, skills and abilities for the improvement of local sites.
- d) To work with other groups in North Cornwall to widen public support for allotments.
- e) To maintain and improve the condition of the site as a whole and to encourage and educate others to do the same.
- f) To promote interests of all members in gardening activities.
- g) To maintain happy and productive relationships with landowners
- h) To promote vibrant sense of community.

3. THE CONSTITUTION OF THE ASSOCIATION

- a) Every member shall be provided with a copy of the constitution upon his or her acceptance of membership by the management committee.

- b) Every member undertakes to abide by this constitution and any alterations that may be made in accordance with the rules.

4. MEMBERSHIP

- a) The Association will consist of every person who has entered into an agreement with Whitstone Allotment Group (WAG) for the letting of an allotment plot and whose current rental is not in arrears.
- b) A member of the Association, the named plot holder only, will be entitled to vote at association meetings.
- c) Any vacant plots will be allocated on a first come first served basis to new members of the WAG providing they have paid their membership fee.
- d) In the event of any vacant plots, a committee member may apply to the management committee for a second plot.
- e) All plot holders must reside within the Whitstone Parish. Plot holders moving away from the Parish will have until the end of the growing season to relinquish their plot.
- f) Anybody acquiring a new plot part way through a season will be charged on a pro-rata basis until the start of the New Year.
- g) A person who works a plot with a committee member will be entitled to Associate Membership of WAG at a reduced rate, to include the membership subscription to SWCAA.
- h) Records of all members will be kept by the management committee including name, address, contact number and email address.
- i) A member may retire from the Association giving 28 days notice in writing of cancellation of allotment.
- j) Any plot holder ignoring the tenancy agreement or not responding to a committee's written request to improve their allotment may be evicted at 28 days notice.

5. COMMITTEE OF MANAGEMENT

- a) A management Committee will conduct the affairs of the Association. It shall consist of a Chairperson, Treasurer, Secretary, Allotment Officer, Health and

Safety Officer and Membership secretary. All members of the committee must be members of WAG.

- b) The management committee must retire at the Annual General Meeting and will be eligible for re-election.
- c) The management committee may fill any casual vacancies when necessary and such members will hold office until the next AGM.
- d) The committee will meet at least 2 times a year.
- e) The management committee may delegate particular tasks to a volunteer member of WAG, but any such delegate will not be a member of the management committee.
- f) The management committee will be responsible for:
 - I. Conducting negotiations with the landowner
 - II. Letting of individual plots, setting and collection of rents and any other levies which may be necessary
 - III. Ensuring compliance with the tenancy agreement and allotment rules
- g) All members of the management committee shall keep accurate records of their dealing on behalf of the Association which shall be available for inspection by members.

6. ASSOCIATION MEETINGS

- a) Members of the committee shall be eligible to vote at General Meetings, Annual General Meetings and Extraordinary Meetings.
- b) The AGM shall be held each year at a time chosen by the committee. At least 21 days notice shall be given to members.
- c) The management committee will submit reports at the AGM including accounts for the year.
- d) Any other business which needs to be addressed should be brought up and discussed at the AGM's.

7. EXTRAORDINARY GENERAL MEETINGS

- a) An EGM may be called on the direction of the management committee, or by 5 committee members and notice in writing delivered to the secretary.
- b) All members shall be given at least 21 days notice of such a meeting.
- c) Only the matters raised for calling the EGM will be discussed, no other business shall be taken at the meeting.

8. THE NOTICE BOARD

The WAG notice board keeps you in touch with what is going on and shall be placed in a location where it will be accessible to all members. It displays contact details of your Management Committee, minutes of meetings and information on forthcoming events, adverts etc.

9. FINANCE

- a) All funds raised by or on behalf of the Association shall be applied in furtherance of the objectives of the Association and for no other purpose.
- b) Records and accounts of all transactions shall be kept by the treasurer.
- c) The management committee shall authorise three of its members to sign cheques on behalf of the Association, one of whom shall be the Treasurer. All cheques must be signed by at least two of the authorised signatories. All expenditure over £25 must have the prior approval of the officials of the Chairperson and Treasurer. Any expenditure exceeding £100 must be approved in advance by a meeting of the management committee.

10. TERMINATION OF THE WAG ASSOCIATION

- a) On cessation of the Association, for whatever reason, any monies remaining after payment of all expenses, outstanding debts and claims shall be distributed equally among the current committee members who have held plot rental for at least one year and whose rental is not in arrears.

This Constitution was adopted as the constitution of the Whitstone (SWCAA) Allotment Group at a General Committee meeting held at Whitstone Parish Hall, St Anne's, Whitstone on 2nd June 2011.

Signed:

_____ (Chair)

_____ (Secretary)