

BUSHY PARK ALLOTMENT ASSOCIATION CONSTITUTION

ADOPTED - 5th December 2010

NAMES

- 1 The name of the association shall be Bushy Park Allotment Association (hereinafter called “the Association”)
- 2 The Bushy Park Allotments (hereinafter called the “allotments”) are administered by the London Borough of Richmond upon Thames (hereinafter called the “Borough”).

OBJECTIVES

- 3 The Association shall promote the interest of all its Members in their horticultural efforts under the auspices of the various Allotment Acts and the Terms and Conditions issued by the Borough.
- 4 The Association shall liaise with the Borough’s appointed representative on behalf of its Members.
- 5 The Association shall promote allotment community involvement in the management and development of the allotments through publicity; organisation of social and community events; support for new and less able plot holders; organising a shop and other initiatives benefiting the allotments and allotment holders.

MEMBERSHIP

- 6 Membership is open to all Bushy Park allotment holders who have paid their annual rental to the Borough.
- 7 Payment of the plot rental to the Borough is considered to automatically confer Membership.

ORGANISATION

- 8 The Members shall elect a Committee and officers at the Annual General Meeting (AGM) to be held in October each year. A minimum of two week’s notice shall be given of the date of the AGM. The Committee shall comprise between 8 and 12 Members. Retiring committee Members shall be eligible for re-election
- 9 The officers shall be Chairman, Secretary, Treasurer, Social Representative and Shop Representative. Additional officers and committee Members may be appointed by the Committee during its year in office.
- 10 The affairs of the Association shall be managed by the Committee and its officers.
- 11 Committee meetings shall be held at least every two months. Minutes shall be recorded by the Secretary and shall be posted on the notice boards at the allotments. A quorum shall be 6 Committee Members. The Borough’s representative will be invited to all meetings.
- 12 Voting at all meetings shall be by a simple show of hands. In the event of a tie the Chairman shall have the casting vote
- 13 The Chairman shall chair Committee Meetings and the AGM. He shall also lead in the liaison with the Borough. The Chairman shall prepare and circulate an Annual Report before the Association’s AGM. The Chairman (or Secretary) shall call all meetings and circulate an agenda at least one week in advance.

- 14 Committee Members shall have a nominal responsibility to represent the interests of a specified section of the allotments. This is a practise that has been in place for some time at Bushy Park. Committee Members shall act as a point of contact for Members with the Committee.

FINANCE

- 15 The Association shall not make a profit. Any funds raised shall be used for the general benefit of all the Members.
- 16 The Association may hold a cash reserve to pay for any extraordinary costs. The reserve shall be £1,000 subject to annual review by the Committee.
- 17 The Chair or Treasurer shall be responsible for controlling the Associations money, accounts, banking, payment of expenses and any other financial duties. The Treasurer shall present an updated summary financial statement at each Committee meeting. The Treasurer shall prepare a Statement of Accounts and Balance Sheet for circulation before the AGM each year.
- 18 There shall be at least two signatories to the bank account, one of whom shall be the Chair and the other shall be the Secretary or Treasurer.
- 19 Reimbursement for expenditure by Members shall only be made by prior agreement with the Chairman, Secretary or Treasurer. Payment will only be made against valid receipts or invoices.

ASSETS

- 20 The Association shall keep a list of assets that are owned by the Association. Details shall include a description of the asset, its date of acquisition and the original purchase price or a valuation.

SHOP

- 21 The Association shall operate a shop but only if there is sufficient voluntary support from the Members to make its operation viable. This support can be working directly for the shop without remuneration or financially through purchasing goods from the shop.
- 22 The shop shall be for the general benefit of all Members.
- 23 The shop shall be non-profit making, any spare funds generated shall benefit the Members generally, eg through discounted prices or by funding social events.
- 24 The Shop Representative shall hold sufficient funds to maintain the stock and operate the shop.
- 25 The Shop Representative shall present an annual financial account of the shop transactions to the Committee before the AGM each year for approval. The approved accounts shall be posted on the Notice Boards.

ALTERATIONS TO THE CONSTITUTION

- 26 This Constitution may be altered by a resolution passed by not less than two thirds of the eligible Membership present and voting at the AGM. The Notice of the AGM must include notice of the Resolution setting out the terms of the alteration proposed and the names of the Proposer and a Secunder.