

LICHFIELD & DISTRICT ALLOTMENTS SOCIETY CONSTITUTION AND RULES

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1.0 Name

The Society shall be called Lichfield & District Allotments Society

2.0 Objects

The objects of the Society shall be the management of the Society's Allotment sites throughout the district of Lichfield and the promotion of allotment gardening in Lichfield and the surrounding area.

3.0 Membership

Election to Membership shall be at the discretion of the Committee. A plot holder shall automatically become a member of the Society and shall retire from being a member on ceasing to be a plot holder or unless the Committee shall so decide.

4.0 Rent

The annual rent shall be determined from time to time by the Committee and shall be due on joining the Society and thereafter annually on the 1st of February. Rent shall include a Member's Subscription unless the Committee shall decide otherwise.

5.0 Resignation

A member shall cease to be a member if he gives written notice to the Society of their resignation or verbal instructions to their Site Representative

6.0 Termination of Tenancy

The Committee shall have the power to terminate a member's tenancy when, in their opinion, it would not be in the interests of the Society for him to remain a member. A member will be given written details of the complaint made against him/her. A member shall be entitled to make written representation in response thereto. A member's tenancy can also be terminated if there is no response to a written communication within the time frame given.

7.0 Officers and Committee

- i. The Committee shall consist of the Chairman, Secretary, Treasurer and other elected members.
- ii. The Officers and Committee Members shall be proposed, seconded, and elected at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. The Committee may fill any vacancy occurring by resignation or otherwise. Retiring Officers and members of the Committee shall be eligible for re-election.
- iii. Committee Meetings shall be held not less than once a month (except December, when there need be no Committee Meeting) and the quorum of those meetings shall be three. The Chairman and Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Society. Decisions of the Officers and Committee shall be made by a simple majority and in the event of equality of votes, the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote. The Secretary, or in their absence a member of the Committee, shall take minutes.
- iv. In addition to the Officers and members so elected the Committee may co-opt further members of the Society who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Committee.
- v. The Committee may from time to time appoint from among their number such sub-Committees, as they may consider necessary. All sub-Committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- vi. The Committee shall be responsible for the management of the Society. The Committee shall have power to enter into contracts for the purposes of the Society on behalf of all the members of the Society.
- vii. The Officers and Members of the Committee shall be entitled to an indemnity out of the assets of the Society for all expenses and other liabilities properly incurred by them in the management of the affairs of the Society.
- viii. The Committee may elect any person as an honorary member of the Society for such period as they think fit and shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as Officers or on the Committee.

8.0 Annual General Meeting

- i. The Annual General Meeting of the Society shall be held each year not later than the 25th March.
- ii. The Annual General Meeting, if it thinks fit, may elect a President and Vice-President. A President or Vice-President need not be a member of the Society and on election shall, ex officio, be an honorary member of the Society

9.0 Special General Meeting

The Committee stating the purposes for which the meeting is required and the resolutions proposed may call a Special General Meeting at any time.

10.0 Procedure at the AGM and SGM

- i. The Secretary shall use their best endeavours to send to each Member written or e-mail notice of the date of the Annual General Meeting at least three days before the meeting.
- ii. The quorum for the Annual and Special General Meetings shall be 10.
- iii. The Chairman or, in their absence, a member selected by the Committee shall take the Chair. Each member present shall have one vote and a simple majority shall pass resolutions. In the event of an equality of votes the Chairman shall have a casting or additional vote.
- iv. The Secretary or in their absence a member of the Committee Shall take minutes at Annual and Special Meetings.

11.0 Allotment Rules

All tenants must follow the latest allotment rules.

12.0 Alteration of the Rules

The rules may be altered by a majority vote of the members at the Annual General Meeting.

13.0 Agreements

The Committee shall have the power to make, repeal and amend such Agreements, as they may from time to time consider necessary for the wellbeing of the Society.

14.0 Finance

- i. All monies payable to the Society shall be received by the Treasurer and deposited in a Bank or Building Society Account in the name of the Society. The Treasurer shall be responsible for settlement of any monies owed by the society from the society funds by means of cheque, bank transfer, debit card or direct debit as appropriate. The Treasurer shall report on details of society income and expenditure at each monthly committee meeting. The total budget and expenditure for capital projects shall be approved by the Committee before commencement of any work.
- ii. The income and property of the Society shall be applied only in furtherance of the objects of the Society and no part thereof shall be paid by way of bonus, dividend, or profit to any members of the Society.
- iii. The Committee shall have the power to authorise the payment of remuneration and expenses to any Officer, Member, or employee of the Society and to any other person, or persons for services rendered to the Society.
- iv. The financial transactions of the Society shall be recorded in such manner as the Committee think fit by the Treasurer

15.0 Borrowing

- i. The Committee may borrow money on behalf of the Society for the purposes of the Society from time to time at their discretion for the general upkeep of the Society or for any other expenditure, additions, or improvements.
- ii. The Committee shall have no power to pledge the personal liability of any Member of the Society for the repayment of any sum so borrowed.

16.0 Other Assets

Any assets purchased by the Society, sheds, lawnmowers, strimmers, etc., are held for the benefit of all members of the Society

17.0 Insurance

The Society is responsible for providing minimum public liability insurance for all sites.

18.0 Dissolution

- i. A resolution to dissolve the Society shall only be proposed at a Special General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- ii. The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding up of the assets and liabilities of the Society.
- iii. Any property remaining after the discharge of the debts and liabilities of the Society shall be divided equally among the members of the Society at the date of dissolution.

19.0 Version History

Version	Status	Date
1	First issue	
2	Updated format, corrections, modifications to clause 4.0 - Rent, addition of clause 11.0 - allotment rules, subsequent renumbering, modification to clause 14.0 (previously 13.0 in issue 1)	November 2022