



Constitution – Proposed Changes

I am writing to you today with regards to proposed changes to our Constitution that will be discussed and voted on at the upcoming Annual General Meeting (AGM) on 21st September 2021 at the Oakwood Centre, Woodley.

The original Constitution was written and approved by allotment tenants back in March 2013 when there were far fewer allotment plots on the Reading Road site. Today, we have over 300 active allotment plots on the site and, as there have been many other changes to the site over the past 8 years, the Committee feel it is time to update the Constitution of our Association. The Committee therefore fully supports the changes that have been proposed.

To that end, this Special Bulletin sets out the proposed changes which are marked in **Red**. They cover a number of items including the renumbering of paragraphs to make the reading of the Constitution easier.

I would also like to point out that during the last few months, Woodley Town Council (our Landlords) have been fully consulted and they agree with the proposed changes.

We have included, later in the bulletin, a written list of the changes that have been proposed and we have also included a copy of the original Constitution for comparison at the end of this Special Bulletin.

In line with the current Constitution rules, we are making these proposed changes available for review in a timely manner prior to the upcoming AGM.

I look forward to meeting with you all at the AGM and hope that you will agree with the proposed changes as we continue to improve the running of the Allotment site at Reading Road.

Many thanks

Scott Golding - Chair

Woodley Allotments Tenants Association at Reading Road

chair@woodley-allotments.org.uk



Constitution – Proposed Changes

1. NAME AND MEMBERSHIP

- a. The Association shall be known as Woodley Allotments Tenants Association at Reading Road (hereafter referred to as “the Association”).
- b. All plot holders who have signed at least one tenancy agreement will automatically be members of the Association.

2. OBJECTIVES OF THE ASSOCIATION

- a. To provide, by whatever means agreed by the Management Committee, support for the plot holders and opportunities for the public to learn about allotments and their cultivation.
- b. To encourage the management of the Reading Road allotment site in a sustainable, organic and wildlife friendly way.
- c. To liaise with Woodley Town Council and support them, where practicable, in the management of the Reading Road allotment site to the benefit of plot holders and wildlife.

3. MANAGEMENT COMMITTEE (hereafter referred to as “the Committee”)

- a. The Association shall appoint a Committee at an Annual General meeting (AGM) or Extraordinary General Meeting (EGM). This shall consist of Chair, Vice Chair, Secretary and Treasurer as office bearers and up to five other elected members from the membership.
- b. Office bearers shall be appointed for a two-year period and may stand for re-election. Committee members shall be elected annually and may also stand for re-election.
- c. Anybody wishing to stand as an office bearer or Committee member must submit their names to the Secretary, together with the names of a Proposer and Seconder, at least 4 weeks before an AGM or EGM.
- d. Late nominations may be accepted (including those made at the meetings) at the discretion of the Chair.
- e. The Committee shall have the powers to manage the affairs of the Association between AGMs and any EGM's. The Committee shall carry out any instructions given to them by a majority of the members at an AGM or EGM.

4. SUB-COMMITTEES

- a. The Committee may appoint non-Committee members to form, or be part of, sub-committees to implement specific projects.
- b. Such sub-committees will report to the Committee and act in accordance with any guidelines or instructions given to them by the Committee.



5. MEETINGS

- a. The Committee shall meet a **minimum of** four times a year, or at the discretion of the Chair or Secretary.
- b. The **AGM** shall be held in March each year, **or as soon after that as possible**. An EGM may be summoned on the request, in writing, of 51% of members or by a majority vote of the Committee.
- c. Notice, in writing to the Secretary, shall be given of **resolutions**, motions or business to be **voted on at the AGM/EGM at least 4 weeks prior to the AGM/EGM**. (See 6e. below).
- d. **Other relevant business may be discussed at the meeting, provided one week's notice has been given to the Secretary. Matters raised for the first time at a meeting may only be discussed at the discretion of the Chair.**
- e. To ensure that AGM/EGM business is fully completed, any guest speaker invited to address the meeting will do so after the business of the AGM/EGM has been completed.

6. RULES AND PROCEDURES AT MEETINGS

- a. **Chair:** All meetings will be chaired by the Chair, or by another Association Committee member as agreed by those present.
- b. **Voting:** All votes will be decided by a simple majority of the members present. In the event of a tied vote the Chair has a casting vote.
- c. **Quorum:** The quorum **for Committee Meetings** is 3 elected members. For AGMs and EGMs it is **10%** of the total membership (rounded down).
- d. **Disputes:** In the event of any dispute over the conduct of the meeting the Chair's decision shall be final.
- e. **Resolutions:** Any member can propose a resolution for discussion and voting at a General Meeting. To ensure that a resolution is discussed it should be submitted, in writing, to the Secretary, along with the names of the Proposer and Seconder, in time for it to be circulated to members 4 weeks in advance of the relevant meeting. Any member may propose a resolution at a General Meeting, but in such a case it will be the Chair's decision as to whether it will be put to the meeting.

7. FINANCE

- a. All monies raised by the Committee shall be applied to further the objectives of the Association and for no other purposes.
- b. No member of the Committee shall normally be paid fees or receive any remuneration other than for out-of-pocket expenses. All expense claims must be approved by the Committee.
- c. The Treasurer shall keep proper accounts of the finance of the Association and shall pay all monies not immediately required into a bank account in the name of the Association. The funds of the Association shall be held in a bank account operated by two office bearers.



8. DISSOLUTION

- a. **This can only be done by resolution passed at an AGM or EGM.**
- b. If the Committee, by majority, decide at any time that it is necessary or advisable to dissolve the Association, it shall call a meeting of the members of the Association. Notice shall be not less than four weeks and shall state the terms of the resolution to be proposed.
- c. In the event of the dissolution of the Association all outstanding debts and liabilities will be cleared. The balance of any assets remaining will go to a charity to be decided by the members. No member of the Association will gain from the dissolution of the Association.

9. ALTERATIONS

- a. Proposals to alter this Constitution can only be made as resolutions at an AGM or EGM of the Association. **Voting rules as set out in 6c. above will be followed.** Alterations will not be retrospective.



The following changes are proposed:

Proposer: Brian Hughes

Secunder: Gill Germain

Insert 1b) to define who is a member of the Association.

Amend 2a) to delete references to the Allotments Working Party at Woodley Town Council.

Insert 2c) to update the relationship of the Association with Woodley Town Council.

Insert 3c) and 3d) to explain the procedure for nominations to Committee positions.

Insert 4a) and 4b) to allow the setting up of sub-committees.

Amend 5a)-5d) to clarify when meetings should be held and how matters can be raised at AGMs and EGMs.

Amend 6c) to change the quorum for General Meetings from 25% to 10%.

Insert 8a) to add detail to the procedure for dissolution.

WOODLEY ALLOTMENT TENANTS ASSOCIATION AT READING ROAD SPECIAL BULLETIN-60

WOODLEY ALLOTMENTS TENANTS ASSOCIATION

CONSTITUTION

1. **NAME**
The Association shall be known as Woodley Allotments Tenants Association (hereinafter "the Association").
2. **OBJECTS OF THE ASSOCIATION.**
3. To provide, by whatever means agreed by the Membership, support for the plot holders and opportunities for the public to learn about allotments and their cultivation, and to liaise with the Allotments Working Party at Woodley Town Council.
4. To encourage the management of the allotments in a sustainable, organic and wildlife-friendly way.
- I. **MANAGEMENT COMMITTEE**
- a. The Association shall appoint a Committee at an AGM or EGM. This shall consist of Chair, Vice Chair, Secretary and Treasurer as office bearers and up to five other elected members from the membership.
- b. Office bearers shall be appointed for a two year period and may stand for re-election. Committee members shall be elected annually and may also stand for re-election.
- c. The Committee shall have the powers to manage the affairs of the Association between AGMs and any EGMs. The Committee shall carry out any instructions given to them by a majority of Members at an AGM or EGM.
- II. **MEETINGS**
- a. The Committee shall meet four times a year, or at the discretion of the Chair or Secretary plus two Committee members.
- b. The Annual General Meeting shall be held in March of each year. An Extraordinary General Meeting may be summoned on the request, in writing, of 51% of members or by a majority vote of the Committee.
- c. Notice, in writing, shall be given of motions or business to be brought forward at the AGM/EGM, at least 4 weeks prior to the AGM/EGM.
- d. At the discretion of the Chair, relevant business may be discussed at the AGM, providing one week's notice has been given.
- e. To ensure that AGM/EGM business is fully completed, any guest speaker invited to address the meeting will do so after the business of the AGM/EGM has been completed.
- III. **RULES AND PROCEDURES AT MEETINGS.**
- a. **Chair:** All meetings will be chaired by the Chair, or by another Association Member, as agreed by those present.
- b. **Voting:** All votes will be decided by a simple majority of the Members present. In the event of a tied vote, the Chair has a casting vote.

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- c. **Quorum:** The quorum for Management and any other Committee Meeting is 3 elected members. For AGMs and EGMs it is 25% of the total membership (rounded down).
- d. **Disputes.** In the event of any dispute over the conduct of a meeting, the Chair's decision shall be final.
- e. **Resolutions:** Any member may propose a resolution for discussion at a General Meeting. To ensure that a resolution is discussed, it should be submitted, in writing, to the Secretary, along with the names of the Proposer and Seconder, in time for it to be circulated to the Members 4 weeks in advance of the relevant meeting. Any member may propose a resolution at a General Meeting, but in this case, it will be Chair's decision whether or not it will be put to the Meeting.

IV. FINANCE.

- a. All monies raised by the Committee shall be applied to further the objects of the Association and for no other purpose.
- b. No member of the Committee shall normally be paid fees or receive any remuneration other than out-of-pocket expenses. All expense claims must be approved by the Committee.
- c. The Treasurer shall keep proper accounts of the finances of the Association and shall pay all monies not immediately required into a bank account in the name of the Association. The funds of the Association shall be held in a bank account operated by two office bearers.

V. DISSOLUTION

If the Committee, by majority, decide at any time that it is necessary or advisable to dissolve the Association, it shall call a meeting of all members of the Association. Notice shall be not less than four weeks, and shall state the terms of the resolution to be proposed.

In the event of a dissolution of the Association, all outstanding debts and liabilities will be cleared. The balance of any assets remaining will go to a charity to be decided by the members. No member of the Association will gain from the dissolution of the Association.

ALTERATIONS.

Proposals to alter this Constitution can only be made as resolutions at an AGM or EGM of the Association. Alterations will be made as a result of resolutions passed by a simple majority of members present. Alterations will not be retrospective.

Secretary
March 2013