



## 1. NAME AND MEMBERSHIP

- a) The Association shall be known as Woodley Allotment Tenants Association, hereafter referred to as “the Association”.
- b) The Association members shall be defined as allotment tenants holding a current and valid tenancy at the Reading Road Allotment site in Woodley.

## 2. OBJECTS OF THE ASSOCIATION

- a) To provide support for all plot holders and to further the allotment site in ways that will benefit the members and the wider community.
- b) To establish and maintain a good working relationship with our landlords, Woodley Town Council (WTC) and to provide support for / to WTC in the day to day management of the allotment site for the benefit of Association members.
- c) To encourage the management of the allotments in an inclusive, sustainable, organic and wildlife friendly way.

## 3. MANAGEMENT COMMITTEE

- a) The Association shall elect a management committee (hereafter referred to as “the 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 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 a committee member must submit their names to the Secretary, in writing, together with the names of a Proposer and Seconder, 4 weeks before an AGM or EGM. The names must be circulated to members 2 weeks before the AGM / EGM. Candidates must attend the AGM / EGM and may speak at the AGM / EGM before the elections in support of their candidacy.



- d) Late nominations will be accepted, including those made at the meetings, if agreed by a majority of members voting at the AGM or EGM. Such nominations must be proposed and seconded.
- e) Committee members who cease to be tenants during their term of office will resign immediately.
- f) All elected committee members must declare any other interests.
- g) The Committee shall have the powers to manage the affairs of the Association. The Committee shall carry out any lawful instructions given to them by a majority of members at an AGM or EGM.
- h) The Committee may co-opt a member (as defined in 1.c. above) to fill a vacant committee position. If an office bearing position becomes vacant mid-term the position will be filled by an existing elected committee member where possible until the next AGM takes place. If this is not possible the Committee may co-opt any member to fill the vacancy. Co-opted members will have full voting rights and will stand down at the next AGM or put their names forward for election.

#### 4. INFORMATION COLLECTION AND SHARING

- a) The Committee will share information directly with members via the onsite noticeboard, email, the website and via social media platforms to ensure as far as is practicable that all members have access to the same information.
- b) Association members' personal data will be stored / processed in line with the Association's UK GDPR policy, a copy of which can be downloaded from the Association's website.
- c) The Committee will download and review CCTV footage from the allotment site for the purposes of crime prevention, security and to enforce safety onsite. This footage may be shared with necessary parties for the purposes outlined.

#### 5. 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.

## 6. MEETINGS

- a) The Committee shall meet a minimum of four times a year.
- b) The Annual General Meeting shall be held in March of each year or as soon after that as possible. An Extraordinary General Meeting may be summoned at the request, in writing, of 25% of members or by a majority vote of the full Committee.
- c) Notice of resolutions, motions or business to be brought forward at an AGM / EGM will be given in writing to the Secretary at least 4 weeks prior to the AGM / EGM. Details will be circulated to members 2 weeks before the AGM / EGM. (See also clause 7.e.).
- d) At the discretion of the Committee other relevant business may be discussed at the meeting provided one week's notice in writing has been given to the Secretary. Matters raised for the first time at any meeting may be discussed if agreed by the majority of the Committee.
- e) To ensure that the AGM business is fully completed, any guest speaker invited to address the meeting will do so after the business of the AGM has been completed.
- f) In exceptional circumstances that prevent the AGM / EGM from being held in person the Committee may propose that the AGM / EGM be held online to ensure that the meeting is not unduly delayed.
- g) Minutes of the AGM / EGM will be emailed and made otherwise available to members within 30 days of the conclusion of the meeting.

## 7. RULES AND PROCEDURES AT MEETINGS

- a) Chair: all meetings will be chaired by the Chair, or by another member of the Association 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 management and any other committee meetings is 3 elected members. For AGMs and EGMs it is 10% of the total membership (rounded down). If a quorum is not achieved all voting will be postponed until another meeting can be arranged.
- d) Disputes: in the event of a dispute arising during a meeting the Chair will have a final say. In the event of a dispute arising over the conduct of a meeting the Committee will conduct a review of said meeting.
- 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 2 weeks in advance of the relevant meeting.

## 8. FINANCE

- a) All monies raised by the Committee shall be applied to further the objectives of the Association and for no other purpose.
- b) No member of the Committee shall normally be paid fees or receive any remuneration or reward other than out of pocket expenses or for providing a paid service. 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.
- d) The Treasurer will prepare a report on the income, expenditure and the final balance of Association funds in each financial year to be presented at the AGM. The report will be included in the minutes of the meeting.

## 9. DISSOLUTION

- a) 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 not be less than four weeks and shall state the terms of the resolution to be proposed.



- b) 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 members of the Association will gain from the dissolution.

#### 10. ALTERATIONS

- a) 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 the members present. Alterations will not be retrospective.

*Secretary - Woodley Allotments Tenants Association  
February 2022*