

## **Constitution of the Owlsbury Allotments Tenants Society**

### **1. Name:**

The name of the Society will be the Owlsbury Allotments Tenants Society ("OATS" or "Society").

### **2. Objectives of the Society:**

- a) To promote the interests of the Members with regard to the proper cultivation, good management and enjoyment of the Allotments;
- b) To promote the gardening interest of members;
- c) If determined by the Committee of Management, to obtain a supply of seeds and other horticultural items and sundries on behalf of members at as competitive a price as possible;
- d) To encourage members to garden in whatever manner they wish so long as they do not disrupt other plot holders on the site;
- e) To provide an effective vehicle for communication between the allotment holders and the Crowborough Town Council ("CTC") as landlords of the allotment site; To assist CTC in identifying non-active plots/tenants;
- f) To bring to the notice of CTC prime concerns of allotment holders;
- g) To support CTC in focusing allotment spending to maximum effect;
- h) To appoint representatives to sit on any CTC Allotments working group for which representatives of OATS are requested;
- i) To harness the enthusiasm of allotment holders and convert this into effective use of resources, skills and abilities for the improvement of local sites;
- j) To work with other groups in Crowborough to widen public support for allotments;
- k) To undertake any other activities that the membership of OATS in general meeting shall decide would be beneficial to their enjoyment of the allotments.

### **3. Membership of the Society:**

- a) Membership of OATS shall be open to all holders of allotments at the Owlsbury Allotment site whose application for membership has been approved by the Committee of Management and have paid the appropriate annual subscription. If the Committee of Management so determine people on any waiting list may also become associate members at a reduced fee but shall not have any right to vote at general meetings of the Society;
- b) All members of the Society shall on request be provided with a copy of the constitution on becoming members;
- c) The Society shall keep a record of its members to include name, address, email address (if any) telephone number and such other information relevant to the activities of the Society as the Committee of Management shall reasonably determine; communications to members may be by email where the member has provided an email address to the Membership Secretary;
- d) Every member undertakes to abide by this Constitution and any alterations that

- maybe made in accordance with the rules;
- e) A member may retire from the Society, or may be expelled by the Committee of Management for a clear and sufficient reason which is to be communicated by the Secretary to the member;
  - f) This reason and the consequential expulsion may be challenged by the member concerned at a General Meeting to be called at his/her request by normal notice from the Committee of Management to all members of at least 21 days, and in such event, the expulsion shall be suspended until the expulsion is confirmed by a general vote of members in General Meeting.

#### **4. Committee of Management:**

- a) The affairs of the Society shall be conducted by a Committee of Management comprising a minimum of the Secretary, Treasurer and Chairperson and Vice Chairperson though other officers may be elected, if considered appropriate by General Meeting. (Any member may attend Committee meetings as a non-voting observer without right to speak); The quorum shall be not less than four members of which not less than two are to be members of the Committee of Management. Minutes of meeting of the Committee of Management shall be kept by the Secretary and shall be signed by the chairman of the meeting next following when a resolution is passed that they are accurate;
- b) All members of the Committee of Management shall hold office until the next Annual General Meeting (unless they resign or are removed pursuant to article 3 (e));
- c) All posts on the Committee of Management and of all other officers shall be voluntary, unpaid and open only to Members of the Society;
- d) Officers shall be eligible for re-election each year;
- e) Casual vacancies shall be filled by the Committee of Management and those so appointed shall hold office until the next Annual General Meeting;
- f) The Secretary, Membership Secretary, Treasurer, Chairperson and other elected members of the Committee of Management shall keep accurate records of their dealing on behalf of the Society which shall be available for inspection by Members;
- g) The Secretary shall be responsible for keeping a register of the names and addresses of the officers of the Society, the date on which they were elected and the date their appointment ceased;
- h) The Committee of Management may co-opt further members who shall not exceed a third in number of the elected members and who after being co-opted shall have full voting powers on the Committee of Management;
- i) The Chairman of the Society shall act as the chair of all meetings at which he is present; where the Chairman is unable to be present, the members present shall elect a chairman for the purposes of that meeting.

#### **5. Society Meetings:**

- a) Members of the Society shall be eligible to vote at General Meetings, Annual General Meetings and Extraordinary Meetings of the Society;
- b) At meetings of the Society, no member shall have more than a single vote

except that in the case of an equality of votes, the chairman shall have a second or casting vote;

- c) Payment of the annual subscription shall be a prerequisite to members' entitlement to vote at either an A.G.M or an E.G.M;
- d) The Annual General Meeting shall be held each year at a time and place chosen by the Committee of Management and of which at least 21 days notice shall be given to Members;
- e) The Treasurer shall at this meeting submit accounts for the year;
- f) The Secretary's report shall be submitted at the AGM;
- g) Resolutions for discussion at the AGM must be submitted to the Secretary at least 10 working days before the meeting who shall circulate an agenda to members not less than 5 days before the meeting.

#### **6. Extraordinary General Meetings:**

- a) An E.G.M may be called on the direction of the Committee of Management or by 10 of the members and 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 E.G.M. will be discussed.

#### **7. Bank Account:**

- a) The Committee of Management shall maintain a bank account in the name of the Society and all monies received from any source on behalf of the Society shall be paid into that account;
- b) Records and accounts of all transactions shall be kept by the Treasurer;
- c) Cheques shall be signed by a minimum of two signatories.

#### **8. Other Matters:**

Any matter not covered by these rules shall be determined by the Committee of Management and will be binding until rescinded or confirmed at the next A.G.M.

#### **9. Dissolution:**

The Society can be dissolved at a General Meeting by an affirmative vote to this effect of three quarters of the membership present and voting. Any assets and records must then be transferred to a charity or Society having similar aims to that of the Society, so that its work may be carried forward.