

The Constitution of the Church Lane Allotment Association

1. Church Lane Allotments is a self-administered site owned by Leeds City Council and is leased to The Church Lane Allotments Association as per the terms set out in the lease. The purpose of the Church Lane Allotment Association (CLAA) is to enable the site to be run in accordance with its aims, which are:

1. To promote the interests of all members in allotment gardening, including co-operating with external bodies in matters of mutual interest
2. To promote a sense of community and mutual help amongst members
3. To promote the health and activity benefits of allotment gardening
4. To maintain the allotment site in line with the rules and lease agreement with Leeds City Council.
5. To promote the improvement of the site and its facilities for the benefit of the association members.

2. Management Committee and Trustees

The Association is managed by a Committee, which is responsible to and reports to the Annual General Meeting (AGM) and Special General Meeting (SGM) of the Association. The Committee ensures that the Association is well run, that the Association's rules are enforced and it does not incur debt.

The Committee, consisting of 4 Officers and up to 6 additional Committee Members elected by the AGM, SGM or co-opted at any other time under the terms of section 3 below, meets as necessary. The Committee must consist of at least four individuals – Chair, Secretary, Treasurer and Lettings Officer. If vacancies occur between AGMs, the Committee will fill them from amongst the members of the Association.

From time to time at least two designated Committee Members will inspect plots to assess the condition of the soil, the level of cultivation and the maintenance of paths and structures. The results will be communicated in writing to the relevant plot holders who are requested to implement any recommendations. The level of plot maintenance required is specified in the Site Rules - given to all new members. Copies can be obtained from the Secretary or Lettings Officer and a copy is posted on the site notice board.

At any one time CLAA shall have no less than two Trustees, appointed by the Association. Any member elected to the management committee whilst also serving as Trustee may not cast a vote during committee meetings.

The trustees ensure that an annual report on what CLAA has achieved and an annual financial statement are presented to the AGM. They also ensure that the Association does not breach any of the requirements or rules set out in its constitution and that it remains true to the purpose and objects set out there.

The trustees ensure that CLAA complies with the requirements of other legislation and they act with integrity, and avoid any personal conflicts of interest or misuse of Association funds or assets. They ensure that CLAA is and will remain solvent.

They will use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the Association is well run and efficient.

The CLAA Trustees have no personal financial liability if the Association is wound up but they must ensure that such action is carried out within the terms of this constitution.

3. Management Committee Membership

The AGM elects Committee Members with the following responsibilities: Committee Members - Officers

1. Chair – responsible for ensuring that relevant issues are discussed at meetings, that everyone's views are heard, that differences between members are fairly resolved, that meetings start and finish on time and that clear decisions are made and actioned

2. Secretary – responsible for keeping people informed about the Association’s activities, letting people know the nature and purpose of meetings, compiling the agendas for meetings and circulating them at least one week before each meeting and keeping Committee members informed about communications which have been received and sent out, responsible for minuting all the Association’s meetings, distributing minutes to Members and to the Committee as appropriate and maintaining files of all relevant minutes
3. Treasurer – responsible for the Association’s money, issuing annual invoices to Members, maintaining accurate records of income and expenditure, paying the Association’s bills, preparing annual accounts for audit, reporting on financial matters to the Committee and the AGM and for renewing all relevant insurance policies
4. Lettings Officer – responsible for liaising with Leeds City Council, Association Members and potential members about the letting of plots, maintaining accurate records of current and potential plot holders, maintaining and amending the Association’s rules for plot holders as voted for at the AGM, and conducting potential members around the site.

Committee Members - Other Roles

1. Site Maintenance – responsible for coordinating the planned maintenance of the site’s paths, hedges and, where appropriate, trees, ensuring that all mechanical equipment is maintained in good working order
2. Communications – responsible for coordinating and compiling the Association’s regular newsletter to Members and for organising its timely production and distribution, updating and moderating the website, maintaining email lists.

Committee meetings will take place as necessary. Any such meeting is quorate if four Committee members are present. If the chair and/or secretary are not present at the meeting another committee member may take over their responsibilities for the purposes of that meeting. Designated Committee Members will represent CLAA at meetings with external bodies.

All Committee members agree to abide by the committee Code of Conduct. Details can be found in Amendment 1 to this Document.

Mid Term Vacancy - Where for any reason the Treasurer ceases to hold office the Committee will appoint an Acting Treasurer and ask the Honorary Auditor to carry out an interim audit in preparation for the new Treasurer taking up office.

4. Annual General Meeting

Annually around October the Management Committee convenes the AGM, giving at least 21 days notice, to receive the annual report of the Committee and the audited Statement of Accounts. The AGM also elects the Management Committee, considers appropriate proposals to amend the CLAA Constitution and Rules and conducts any other competent business.

5. Procedural Rules

Voting: All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote by show of hands. In the case of member/s standing for election, the nominee(s) must vacate the room whilst the vote for the position takes place. No member shall use more than one vote. In the case of a tied vote the chair has a second and casting vote.

Quorum: 4 members form a quorum at meetings of the Committee. 15 members or one-third of the members, whichever is the less, form a quorum at the AGM. This needs to be attending members.

Minutes: Minutes of meetings shall be produced by a member of the Committee and the Secretary is responsible for keeping and distributing them.

Votes of no confidence: A vote of no confidence in the committee may be proposed if at least 20 voting members inform the Chair or the Secretary in writing or by email. A meeting must then be convened within 28 days. A vote will be taken at the meeting - subject to the majority voting procedure specified above.

Special General Meetings: A special general meeting can be convened if at least 20 voting members inform the Chair or the Secretary in writing or by email. The meeting must then be convened within 28 days.

Committee Membership: Committee members shall be elected at each Annual General Meeting, retiring officers shall be eligible for re-election.

Agenda Items: Agenda items must be notified in writing to the Secretary 14 days prior to the meeting.

6. Finance

All money raised by or on behalf of the Association shall be used to further the aims of the Association, specified in section 1 above, and for no other purpose.

Loans, Borrowing and Grants: Loans, borrowing or other credit arrangements and grants will require a specific decision at a Committee meeting or general meeting before any contractual transaction is entered into.

The Treasurer will keep accounts of the Association's finances and maintain its bank account. Each cheque issued must be signed by two Committee Members (Chair, Secretary, Treasurer or Lettings Officer).

Accounts will be audited annually by a member of the committee other than the Treasurer, or by a suitable member of the Association.

7. Dissolution

If the Management Committee, by a simple majority, decides at any time it is necessary or advisable to dissolve the Association it will call a meeting of all voting members, giving 28 days notice in writing. If dissolution is confirmed by a simple majority of those voting at such a meeting the Committee has the power to dispose of any assets held by or in the name of the Association.

8. Alterations to the constitution and rules

Any proposal to alter this Constitution must be delivered in writing or by email to the Secretary of the Association not less than 14 days before the date of the meeting at which it is first to be considered. An alteration will require the approval of a two-thirds majority of individual voting members of the Association attending the AGM or Special General Meeting.

Any proposal to alter the Rules must be delivered in writing or by email to the Secretary of the Association not less than 14 days before the date of the meeting at which it is first to be considered. An alteration will require the approval of a two-thirds majority of individual voting members of the Association attending the AGM or SGM.

This Constitution was amended as the constitution of the CLAA at the AGM held at Queenswood Social Club, Leeds on Tuesday the 19th of January 2016

Signed _____

(Chair)

Signed _____

(Secretary)