

CONSTITUTION OF 'THE SOW & SOWS' (ALLOTMENT GROUP)

NAME & OBJECTIVES

1. The allotment group will be called "The Sow & Sows."
2. This name will be used in all correspondence.
3. The objectives of the group are to promote gardening as a recreational and educational activity and to encourage organic home grown food and cooking. But just as important, it also encourages a friendly and helpful community spirit where fun and family involvement are seen as an important part of the allotment scheme.
4. The group will be a non-profit making organisation and all surplus funds will be used to support our objectives and to improve the site.

DAY TO DAY MANAGEMENT

5. Governance of the group will be vested in the General Meeting.
6. Day to day management will be delegated to the Management Committee.
7. The Management Committee will negotiate with South Gloucestershire Council (SGC), from whom we hold a planting licence with to manage the allotment site.

MANAGEMENT COMMITTEE & OFFICERS

8. The committee and the Officers will be appointed at the inaugural meeting and there after at the Annual General Meeting (AGM).
9. The Committee will consist of a Chairman, Secretary and Treasurer together with up to 12 additional members (one committee member per eligible household).
10. The Committee may co-opt members to assist in its work but this will not give them voting rights on the Management Committee, nor will they be counted towards a quorum.
11. Vacancies on the Management Committee will be advertised to all members and may be filled on an "as and when" basis. Newly appointed members will be given full voting rights and will be counted towards a quorum.
12. Any member of the Management Committee may be removed by a simple majority of the Committee following an open discussion, which gives the member an opportunity to put their point of view. This person may be supported at the meeting by another member. Votes may be secret, but the voting numbers and results will be noted in the minutes.

MEETINGS OF THE SOW & SOWS MANAGEMENT COMMITTEE

13. The Committee will meet at regular quarterly intervals.
14. A quorum for such meetings will be 4, or as decided at an AGM.
15. The Chairman and Treasurer and/or Secretary may take any emergency actions required where it is not practicable to present the action to a normal meeting. Such actions will be reported at the next regular meeting.
16. At all meetings of the Committee, every question shall be decided by a simple majority. In the case of an equal number of votes being cast both for and against, the Chairman will have the casting vote. If the Chairman is absent from the meeting, an Acting Chairman will be voted in and will preside at that meeting.
17. The Membership Secretary will, on behalf of the Management Committee, keep a list of both members. These lists will be regularly updated, and contain the name, address, phone number and email address of members, and the date of receipt of subscriptions.

MEMBERSHIP

18. New individual members, adult or junior (under 18 years of age) will consist of occupiers of odd numbers 83 to 101 and even numbers 104 and 106 (over looking the cul de sac) of Wheatfield Drive, Bradley Stoke, South Gloucestershire, BS32 9DB.
19. The Committee will have the power to elect honorary members.
20. Members will be required to pay such annual subscriptions as are determined at the Annual General Meeting.
21. All resignations from the Committee or members should be made in writing to the Secretary.
22. If, in the opinion of a two-thirds majority of the Committee, the conduct of any member be injurious to the character and interests of the group, that member shall be expelled. Any members so expelled will have the right of appeal to the Committee. Notice of intent to expel a member will be sent to him/her in writing to the address kept in the members list, at least one month before the meeting considering such expulsion.
23. Voting rights are only given to adult members (aged 18 years or over). One vote per group member.

FINANCE

24. The Treasurer will take care of all money and goods belonging to the group. The group's funds will be deposited with a bank agreed by the Committee and disbursed on instruction from the Committee. Any two signatures are required on cheques from three committee members.
25. The Treasurer will give a report to the regular meetings of the Committee, and this will be noted in the minutes.
26. The Treasurer will present a written report to the AGM. Any receipts or expenditure related to any grants will be recorded separately.
27. The Treasurer will close the accounts on 31st May each year, and prepare income and expenditure statements and balance sheet for presentation to the auditor.
28. The auditor will be appointed in advance at the AGM.
29. Audited accounts will be circulated at the AGM.

GENERAL MEETINGS

30. The Annual General Meeting (AGM) will be held in June of each year. Members will receive at least 14 days notice of the date, time and place of the meeting, and of any special business.
31. At the written request of at least 6 adult members, the Chairman will call an Extraordinary General Meeting (EGM) for a specific purpose. All members will receive 7 days notice of such a meeting with details of the agenda.
32. The Constitution and Rules will not be amended, without sanction by the majority of the members present at an AGM or EGM.
33. Agenda items for the AGM must be sent in writing to the Secretary before May 20th.
34. Any member present at the AGM and not disqualified shall have one vote.
Where the votes cast are equal, the Chairman will have a deciding vote in addition to his/her normal vote. Proxy votes will not be permitted. A teller will be appointed at the AGM before proceedings are started.
35. The Chairman of the Management Committee will preside at the AGM or EGM.
36. The quorum for an AGM or EGM will consist of 7 members.
37. No political or sectarian issue will be raised or discussed at either an AGM or EGM.

DISSOLUTION OF THE SOCIETY

38. The Society may be dissolved at any time by the consent of three quarters of the members, testified by their signatures to an instrument of dissolution. This should set out clearly what is to happen to any assets and residual cash after payment of expenses.

COPIES OF RULES AND CONSTITUTION

39. A copy will be given or emailed to every new member on joining. Further hard copies may be provided at a cost not exceeding £1.

DUTIES OF MEMBERS

40. Any member one month in arrears with the subscription will be removed from the list of members and lose any benefit from such membership. A person so dismissed may be reinstated at the Committee's discretion.

41. The allotment is agreed to be a shared allotment rather than 10 individual plots.

42. A member is responsible for notifying the Membership Secretary of any change of address, telephone number or email.

43. Subscriptions are due in advance and invoiced in May each year. Members joining part way through the year will pay the full subscription if joining before October, half if joining after.

44. No member may remove or cause to be removed any soil from the site, without obtaining permission from the Committee.

45. Members bringing children onto the site are responsible for their safety and good behaviour.

ATTENDANCE AT MEETINGS

46. Any Committee member who has failed to attend three meetings in any year for any reason unacceptable to the Committee will cease to be a Committee member.

DUTIES OF TREASURER

47. The Treasurer will keep an up to date record of all income and expenditure related to the group's financial transactions, and where practical these should be supported by receipts or vouchers which show the date, the total amount paid and the purpose for which payment was made.

GROUP MEMBERSHIP

48. The group membership is open to anyone who requests a plot, irrespective of disability, gender, age or ethnic background, providing they observe the rules. Membership is conditional upon the subscription being fully paid by the date set by the Committee of the Group.

59. No individual or group will be permitted to put the general membership at a disadvantage through their views or activities on the site.

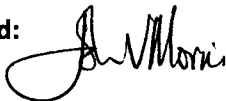
60. Each member is reminded that they have a duty of care towards other members, and any members of the public who may be on site.

INSURANCE & INDEMNITY

61. The Committee will arrange Public Liability Insurance.

This constitution was agreed at the inaugural meeting at 6.30pm held on Monday 3rd May 2010.

Signed:



Date:

3rd May 2010

John Morris,
Chairman, The Sow & Sows.