

Exmouth and District Allotment Association

c/o Town Hall

St Andrews Road

Exmouth

EX8 1AW

(Affiliated to the National Society of Allotment & Leisure Gardeners)

Constitution

Our mission as a local Allotment Association is to support a networked community of diverse people in benefitting from the opportunity to work an Allotment Garden. Drawing on the strengths of this Social Capital, it will support physical activity and promote mental and social wellbeing. We will support, protect and encourage the community in the achievement of growing fresh seasonal produce. This will be done in a natural environment which aims to work in harmony with the natural world, promoting sustainability, soil health and careful consumption of natural resources.

1. The name of the Association shall be:-

Exmouth and District Allotment Association

2. The objects of the Association shall be:-
 - a) *To promote the Association as a community asset on behalf of Exmouth Town Council for the benefit of allotment holders (members).*
 - b) *To act on behalf of Exmouth Town Council in the management of the allotments and to encourage their cultivation.*
 - c) *To prepare an annual risk register subject to Annual review by the committee*
 - d) *To act as a mentor and educator on behalf of the Members in all matters horticultural.*
3. Allotment sites managed by the Association on behalf of the Town Council are intended for the sole use of residents within the Exmouth post code ie EX8.
4. Each plot-holder will pay a rent subject to the size of their plot plus a plot deposit in addition to a Membership Fee to ensure collective membership of The National Allotment Society.
5. The officers shall consist of a president, Vice president, Chair, Vice-chair, Committee Secretary, Treasurer and a site coordinator for each of the two sites managed by the Association. These shall be ex-officio members of the committee.
 - a) Tenure of the Officers and Committee Members is subject to re-election annually. They will be subject to re-election at the AGM.
 - b) Continuation of tenure in an officer position beyond three years will be with the unanimous support of the committee and/or the EDAA members at the AGM.
 - c) A committee member can deputise for an EDAA officer prior to the end of their tenure if needed but would not assume the officer position at the end of the tenure of the retiring officer. This would apply to the President, Chair, Committee Secretary and treasurer.

6. The management of the Association shall be conducted by a committee of not less than eight members. A quorum at committee meetings shall consist of not less than five members. Vacancies can be filled by the committee by co-option between the annual AGM election processes. These persons will stand down at AGM and be subject to formal election. The committee shall also have the power to form sub committees to delegate specific tasks in relation to the management of the Association.

Attendance at committee meetings of the EDAA will be at calendared monthly meetings and the Annual General Meeting. Inability to attend will be notified to the committee secretary at the earliest opportunity.

Disciplinary issues are to be dealt with by the Officers of the Association – a quorum of to 75% of management representation to be required - Town Council representatives will be also be invited to attend. Issues considered of a disciplinary nature include:-

- a) Failure to attend a sequence of 2 or more meetings without reasonable cause, following commitment to serve Association in role when elected at AGM.
- b) The committee member does not support the work, nor represent EDAA committee views and decisions on behalf of the committee.

There will be a role for members who are appointed as 'Affiliate Members' to support the management committee in the execution of its work but these members will not attend nor be required to attend committee meetings. They will not have access to confidential information relating to the business of the committee, discussed at the monthly meetings which are subject to a confidentiality statement. These when recorded in full form an official record of the business of the management committee.

7. The Annual General meeting and other General Meetings shall be held at such a time as the Committee or a General Meeting shall determine. Ten members shall form a quorum and in the case of equal voting the Chair will have the casting vote. A special General Meeting shall be recalled by request of at least 15 members of the wider Association. Fourteen days' notice must be given of such a meeting together with the nature of the business to be discussed at the meeting.
8. No party political or sectarian discussions shall be raised or resolutions proposed at any committee meeting or general meeting of the Association.

9. The Association shall have a bank account in its designated name subject to Financial Protocols to be Reviewed Annually by the Treasurer and the Committee. Signatures to be any two of designated Officers of the Association at all times.
10. An accountant will independently examine the Accounts which will be prepared by the Treasurer who will then present them at the AGM for ratification.
11. In the event of the Association closing the assets held within the Management account they belong to the Town Council and would revert to them. Assets held within the Club account can be donated to local charities having interest similar to those of the Association. The treasurer would oversee the distribution and close the financial accounts relating to the Association.
12. Under advice from the Association's Committee the Town Council may terminate any tenancy where the plot-holder has behaved in an aggressive or abusive manner to any Committee Member or any Member of the Association or allowed a plot to become unmanageable through neglect, to include livestock, environment and wildlife. Any such allegation against a Member will be notified in writing to the Member whereupon an opportunity will be offered by the Committee for a reasonable time frame to respond. These issues will be subject to Association rules. There will be an opportunity to appeal any such decision through the Town Council.
13. Honoraria for such services rendered may be authorised only by a majority of those members present and voting on such a proposition at an Annual General Meeting.
14. From time to time the Committee may recommend to the Town Council amendments which may meet revised legislation or be in the best interests of the Members and the land.

Witnessed by: - Mrs E Dicker

Witnessed by: - Mr P Gough

Chairman

Honorary Secretary

Dated this 27th day of April 1988

Amendments July 2015, February 2016, proposed July 2020.