

MONMOUTH ALLOTMENT ASSOCIATION

CONSTITUTION

Agreed at the AGM held on the 28th October 2024

Effective from: 28th October 2024

1. NAME:

The name of the Association is **Monmouth Allotment Association** [MAA] and relates to the allotments known as Chippenham Mead Allotments.

All Allotment holders on accepting a plot automatically become members of **MAA**

2. Objectives:

The objectives of the **MAA** are:

- a) To stimulate interest in and to encourage a commitment towards horticulture in allotments and gardens;
- b) To foster the interests and responsibilities of its members;
- c) To preserve the existing allotment gardens and promote new allotment gardens;
- d) To supervise Allotments for the benefit of the Members of MAA in accordance with the agreement between MAA and MTC dated 1st October 2024, MTC being the Allotment Manager;
- e) To represent and promote the interests of plot holders;
- f) To foster good relations with residential / business neighbours, and local statutory & non statutory bodies;
- g) To practice good governance and follow participatory & non-discriminatory principles;
- h) To adhere to the Data Protection Act (1998) and all other acts and regulations relevant to unincorporated association;
- i) In pursuit of these Objects, the MAA shall not engage in any party political activity.

3. Powers:

To do anything that may be incidental or conducive to the furtherance of MAA objectives;

These will include;

- a) To improve, develop, manage or otherwise deal with the property and/or rights of the MAA;
- b) To raise funds;
- c) To accept grants donations.

4. Members:

Membership of the MAA is automatically granted to each plot holder, who has paid the fee/rent on their allocated plot.

- a) At the AGM or EGM if held, each plot is entitled to one vote only, even if the plot is held in joint names;
- b) The officers of the MAA will keep a register of Members, or have access to the list if the whole Allotment is not directly controlled by the MAA;

5. Annual General Meeting:

The AGM will be held in October of each year and notice of such meeting will be advised to members at least 14 days before the date of meeting. The business of the AGM will include but not be limited to;

- a) A report by the chair of the MAA;
- b) A review of the Financial statements;
- c) The election of Officers/ Members of the Committee as necessary;
- d) Any other business;
- e) The Management committee may call a Special General Meeting [SGM] if 20% of members sign a letter requesting such a meeting, the management committee will organise such a meeting within 28 days;
- f) A quorum for both AGM and EGM will be 15 members.

6. Management Committee:

This will comprise:

Chairperson: Who chairs all General and Executive meetings when present of MAA.

Secretary: Who is responsible for all records and books of the MAA including:
Maintaining a Register of all Members and taking minutes of all General and Executive committee meetings.

Treasurer: Who maintains the **financial** records of MAA, and prepares financial reports for all General and Executive meetings.

The above will be known as Officers of MAA.

- a) In addition seven members of the MAA may be elected onto the Management Committee;
- b) The officers may also co-opt additional members to the committee providing the maximum members of the executive are no more than ten;
- c) Any decisions made at Committee meetings must be made by a minimum of three persons, two of which need to be officers of the MAA;
- d) In addition to the AGM a further meeting of all members will be held during the year at a date decided upon by the Committee of the MAA;
- e) Minutes of meetings will be taken and will be written up within 14 days of each Committee meeting, AGM and SGM;
- f) Minutes will be available to members on request;
- g) Members of the Committee will serve for one year, and can seek re election,

7. Financial

- a) All funds must be held in a Bank Account operated by the Committee in the name of MAA;
- b) All cheques and payments out of the account must be approved in writing by any two of the Officers of the MAA;
- c) Funds can only be used to support the objectives of the MAA.

8. General Terms & Conditions for plot-holders

- a) Members are obligated to keep the plot cultivated in a way that does not interfere in a material way with the enjoyment of neighbouring tenants, or that is likely to impede the ability of the allotment provider to re-let the plot at a later date;
- b) MAA requires allotment gardens should be subject to inspection by the Management Committee that is timely, fair, unintrusive and appropriate to the season. Plot holders have an obligation to cooperate in such inspections;
- c) If on inspection a plot is found not to be at an acceptable standard, a photograph will be taken of the plot and forwarded to MTC.

9. The Constitution & winding up of the Association

- a) Changes to the Constitution and Winding Up of the MAA, must be advised to the members of the MAA 14 days before an EGM to discuss and vote on any action or changes to be taken. The usual period of 14 days before the EGM for members to receive notice of the meeting must be adhered to. A simple majority of members present at the EGM is required. Remaining assets can only be passed to a registered charity with aligned objectives.

Constitution dated 28th October 2024

Approved by Members:

Chair: Ian Townsend

Secretary: Peter Short

Treasurer: Nicholas Frost

