

Constitution and Rules of the Baldock Allotment and Leisure Gardeners' Association

1 The name of the Association is "The Baldock Allotment and Leisure Gardeners' Association". The Association is affiliated to "The National Society of Allotment and Leisure Gardeners Ltd".

2 The purpose of the Association shall be:

1. To promote the interest of allotment holders and leisure gardeners
2. To co-operate with the North Herts District Council (NHDC) in the letting, maintenance and management of allotment gardens
3. To carry out such responsibilities as may be devolved by the NHDC to the Association by written agreement.

The Association is non-profit making, and is run for the benefit of its members.

1. Membership of the Association shall be open to all. In particular the Association will promote the benefits of membership to allotment holders and anyone else with an interest in gardening from the local area.
2. The membership fee shall be reviewed annually at the Annual General Meeting. Fees are due on 1st January each year. Anyone who has not paid within 3 months shall be deemed to

have left the Association unless extenuating circumstances have been previously communicated to a member of the General Committee in writing. Acceptance of such circumstances and permission to delay or waive payment of fees shall be at the discretion of the General Committee.

3. The General Committee will consist of Association Officers together with at least four other members. The Association Officers will consist of Chairman, Vice-Chairman, General Secretary, Treasurer and Trading Secretary. These Officers and other committee members will be appointed by the Annual General Meeting (AGM). The General Committee shall meet as necessary to conduct the business of the Association and may, at their discretion, call an Extraordinary General Meeting (EGM). Five members shall form a quorum of the General Committee.

6. The financial year shall close on the 31st December, and the Annual General Meeting shall be held in January each year. Fourteen clear days' notice of the Annual General Meeting shall be given to every member.

The business of the AGM will consist of the election of officers and committee members for the ensuing year and the reports of the Chairman, Trading Secretary Treasurer and Accounts Examiner. The meeting may also discuss, and vote on any proposals from the committee or from members. Seven clear days' notice must be given for proposals from members, which must be duly seconded and submitted to the Secretary in writing.

Twenty-five members or one third of the membership, whichever is the lesser, will form a quorum. Normal proposals will be carried by a simple majority of those present except for matters concerning changes to the Association's Constitution and Rules, which will require a two-thirds majority of members present. In the event of a tied vote, the Chairman will have the casting vote.

7. An Extraordinary General Meeting may be called by the committee or by members, following the notice requirements for an AGM. Any member may call an EGM by submitting to the chairman in writing a motion supported by at least ten members.

8. The Association, in its best interest in running its own internal finances, shall operate appropriate financial accounts with a Bank or Building Society. Cheques or any authorisation of

expenditure of Association funds must be signed two people. Signatories shall be the Chairman, or Vice-Chairman, General Secretary, Trading Secretary and the Treasurer. Any two signatures will be sufficient, as long as the two signatories are unrelated and reside at different addresses.

1. The Association Accounts will be prepared annually and reported to the AGM. They will cover all financial transactions and all balances held in accounts. The accounts will be examined by a suitably qualified person appointed by the previous AGM.

2. All members of the Association are expected to act in a reasonable manner, and to respect the rights of fellow members, other allotment holders and the wider community. Inappropriate, offensive, or unlawful conduct in this regard, which is brought to the attention of the General Committee may lead to membership being withdrawn. The decision of the General Committee on this matter will be final.

3. Any change of these rules must be agreed at an AGM or an EGM, following notice of the proposed change being given to all members.

4. In the unlikely event that it should be necessary, the Association may be dissolved by a motion to that effect being carried by a two-thirds majority at an AGM or EGM. If this were to occur, the National Society of Allotment and Leisure Gardeners Ltd would be asked to give advice on the dissolution of the Association and on the proper disposal of any assets.

Prepared January 2009

These rules were adopted at an Extraordinary General Meeting of the Association held on Monday 23rd February 2009. Forty-two members present at that meeting unanimously voted to support the proposal that these Rules be adopted without amendment.