

# **Blandford Allotment Society**

## **Constitution**

### **1) Name**

The name of the group shall be Blandford Allotment Society (the "Society").

### **2) Aims**

The aims of the Society will be:

To manage, on behalf of Blandford Forum Town Council, the day to day running of the allotments, within Blandford Forum.

To ensure that the regulations/guidelines issued by Blandford Forum Town Council are complied with by users of the Allotments.

### **3) Membership**

- a) Membership is open to anyone who has an allotment within Blandford Forum that is registered with Blandford Forum Town Council
- b) Membership will begin as soon as the individual has been allocated an allotment plot and paid the fees as requested.
- c) Members will be liable for an annual membership fee set by the Society following prior approval by Blandford Forum Town Council. The annual fee applies to the period 29<sup>th</sup> September to 28<sup>th</sup> September in the following year.
- d) A list of all members will be kept by the Plot Allocator.

### **4) Ceasing to be a member**

- a) Members may resign at any time in writing to the Plot Allocator.
- b) Any member who has not paid their plot fees for 30 days after the invoice, from the Blandford Forum Town Council has been sent, will be contacted by the Blandford Forum Town Council, who will then withdraw the offer of an allotment.
- c) Any member who has not paid their annual membership fee within 30 days after the invoice, will cease to be a member of the Society and may seek admission only upon settlement of the original invoice.
- d) Any offensive behaviour, including racist, sexist or inflammatory remarks or discriminatory in nature, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings, or to resign from the Society if an apology is not given or if the behaviour is repeated. In exceptional circumstances, the Management Committee may expel the individual concerned. However, no sanction including expulsion shall be imposed unless that member has first been advised of the nature of the alleged breach of obligation and been given the opportunity on at least 10 working days' notice, to be heard by the Management Committee, accompanied by a friend, before any decision is made.

- e) Membership of the Society shall immediately cease upon a member's allotment agreement being terminated by the Blandford Forum Town Council in accordance with its terms.

## **5) Equal Opportunities and the 2010 Act**

The Society and its members are bound by an obligation not to discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age or any other protected characteristic introduced or recognised from time to time by law.

## **6) Officers and Committee**

- a) The business of the Society will be carried out by a management committee elected at the Annual General Meeting (the "Management Committee"). The Management Committee will meet as necessary, and not less than four times a year.
- b) The Management Committee will consist of 7 members and be composed of 5 officers and 2 committee members. Up to 2 additional members may be co-opted onto the committee at the discretion of the Chair.
- c) The officers' roles are as follows:
  - i) Chair, who shall chair both general and committee meetings,
  - ii) Secretary, who shall be responsible for the taking of minutes and the distribution of all papers,
  - iii) Plot Allocator, who shall be responsible for keeping records of members,
  - iv) Treasurer who shall be responsible for maintaining accounts, and
  - v) Seed Secretary who is responsible for the annual seed orders.
- d) In the event of an officer standing down during the year, a replacement will be elected by the next General Meeting of members, in the meantime an individual maybe co-opted onto the Management Committee.
- e) Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

## **7) Annual General Meeting**

- a) An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.
- b) All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.
- c) Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.
- d) The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.
- e) At the AGM:
  - i) The Management Committee will present a report of the work of Blandford Allotment Society over the year.

- ii) The Management Committee will present the accounts of Blandford Allotment Society for the previous year.
- iii) The Officers for the next year will be elected.
- iv) Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

#### **8) Special General Meetings**

- a) The Secretary will call a Special General Meeting at the request of the majority of the Management Committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.
- b) The meeting will take place within twenty-one days of the request.
- c) All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
- d) The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

#### **9) General Meetings**

- a) General Meetings are open to all members and will be held at least once every 3 months, or more often if necessary.
- b) All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
- c) The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

#### **10) Committee Meetings**

- a) Committee meetings may be called by the Chair or Secretary or in writing by at least 3 members of the Management Committee. Members of the Management Committee must receive notice of meetings at least 7 days before the meeting.
- b) The quorum for Management Committee meetings is three Committee members.

#### **11) Rules of Procedure for meetings**

- a) All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- b) If a consensus cannot be reached, a vote will be taken, and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

## 12) Finances

- a) An account will be maintained on behalf of the Blandford Allotment Society at a bank agreed by the committee.
- b) Three cheque signatories will be nominated by the Management Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.
- c) All payments will be signed by two of the signatories.
  - i) For cheque payments, the signatories will sign the cheque.
  - ii) For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer.
- d) Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- e) All money raised by or on behalf of Blandford Allotment Society is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## 13) Amendments to the Constitution

- a) Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.
- b) Any proposal to amend the constitution must be given to the Secretary in writing at least 7 days in advance of the relevant General Meeting and signed by at least 15% of then members of the Society. The proposal must then be circulated within 3 days of the relevant General Meeting .
- c) Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

This constitution was agreed at the Inaugural General Meeting of Blandford Allotment Society on 22<sup>nd</sup> September 2023.

Name: Ian Ricketts

Position in group: Chairman

Signed: I Ricketts

Date: 22/09/2023

Name: GARRY BARKER

Position in group: Secretary

Signed: G. Barker

Date: 22/09/2023

Name: ..... ROS FOSTER .....

Position in group: ..... TREASURER .....

Signed: ..... *R Foster* .....

Date: ..... 22 / 9 / 23 .....