

Coltishall Allotments Association Constitution

Aim of Association

To manage Coltishall Parish Council Allotments with the aim of assisting all members in the pursuit of gardening as a recreation and promoting health, education, equality and community fellowship.

Members

The Association shall consist of the allotment holders of Coltishall Parish Council Allotments.

Commencement & Cessation of Membership

Membership shall commence with the commencement of the allotment holder's tenancy. Membership will cease with the termination of the tenancy under rule 14 of the Tenancy agreement.

List of Members

The Committee of Management shall allocate the keeping of a membership list updated annually to one of its members which shall be entered the following:

- (a) Name, address, email and telephone number of member
- (b) Date of joining and leaving
- (c) Date of receipt of joining subscription and renewal subscriptions.

Any member may see the entry in respect of him or herself recorded in the official list of members and in his or her own interest must notify any change of address to the Chairman.

Allocation of Allotments

Vacant allotments will be allocated by the Parish Council in accordance with Rule 1 of the Tenancy Agreement. A waiting list will be kept by the Committee who will instruct the parish council when a plot is available and who is the next person on the waiting list to be offered a plot.

Governance and Management

Governance of the Association shall be vested in the General Meetings. Day to day management of Coltishall Parish Council allotments is delegated to the Committee of Management.

Committee of Management and Officers

The Committee of Management, must be members of the Association and shall consist of a Chairman, and a minimum of 3 Committee Members or such number as may be determined at a General Meeting.

Election

The Committee of Management will be elected from members of the Association at the Annual General Meeting and will take office at the end of the Annual General Meeting at which elected until the end of the next Annual General Meeting.

Mid - Term Vacancies

The Committee of Management may fill any vacancy arising during the year. Members appointed will be full voting members of the committee and count towards a quorum.

Powers of Committee

The Committee of Management shall have full power to supervise and manage the day-to-day work of the Association.

Attendances

Any Committee of Management member who has failed to attend two meetings in any year for any reasons unacceptable to the Committee, will cease to be a Committee member.

Removal from Committee

The Committee of Management may remove any officer or committee member from the Committee by a simple majority following an open discussion of the issues which includes the individual members opportunity to put his/her point of view. If required the vote may be a secret vote but the voting numbers will be recorded in the minutes.

MEETINGS OF COMMITTEE MANAGEMENT

Frequency of meetings

The Committee of Management will meet at least twice annually or more frequently if required by decision of the Committee.

Quorum at Committee Meetings

A quorum for meetings of Committee of Management shall be 3 or such other number as may be agreed at a General Meeting.

Tied vote

In the event of a tied vote the Chairman shall have the casting vote.

Emergency Actions

The Chairman and one other Committee member may take any executive emergency actions required where it is not practicable for the business to be decided upon at a regular or special committee meeting. Details of the action will be reported and recorded at the next meeting of the Committee of Management.