

The Constitution of Kettering Allotments Society **amended in 2016**

1. Name

Kettering Allotments Society **is a registered society under the Co-operative and Community Benefits Societies Act 2014. It is also known as Kettering Allotments Limited with the FCA (Bank of England Prudential Regulation Authority register of Friendly Societies) and often referred to as Kettering Allotments Association.**

2. Aims and Objectives

a. **To promote allotment gardening in Kettering**

b. To promote the interests of all members in their gardening activities including co-operating with other gardening associations in matters of mutual interest.

b. To enable all **individuals and** groups within the community to participate in **allotment** gardening activities.

c. To conduct negotiations with the local authority on all matters relating to the allotments.

d. to manage the allotment fields under its jurisdiction efficiently, minimising waiting lists and vacant plots.

3. Membership

Membership of the Society shall be open to:-

a. All allotment **tenants** on the four sites.

b. Well wishers anywhere, who shall be called associate members. Associate members shall not have the right to vote at members meetings. **Associate members may include spouses and partners of a tenant. If a spouse or partner of a tenant wishes to have a vote, then subscription must be paid and the tenancy registered with the treasurer. All members agree to abide by the rules of tenancy when joining or renewing their membership.**

4. Termination of Membership

The General Committee shall have the right, for good and sufficient reason, which, includes non payment of rent or any subscription, **breaking the rules of tenancy** to exclude an individual member, provided that the member shall have the right to be heard by the disciplinary committee before a decision is made. The Disciplinary and Grievance Code exists to protect tenants' rights in matters of termination of membership.

5. Subscriptions / Rent

All individual members and affiliated groups shall pay such subscriptions **and** rents as the General Committee may from time to time determine.

6. General Committee

The policy and general management of the affairs of the Society shall be conducted by a General Committee, which shall be responsible to the Annual General Meeting of the Society.

The General Committee may determine the powers and terms of reference of any sub-committee and duration of its activities.

The General Committee may determine such policies that enable the smooth running and management of allotments.

The General Committee shall consist of the Officers elected under clause 7 and up to 20 representatives of fields **or** members elected by and at the Annual General Meeting.

Representatives should stand for a period of two years before seeking re-election.

In addition, the General Committee may co-opt further representatives, who shall not exceed one third of the total membership of the committee as defined above.

If vacancies occur among representatives, the General Committee shall have the power to fill these from amongst the members of the Society.

7. Officers

The Annual General Meeting shall elect the following Officers of the society from amongst those eligible for election to the general Committee; the Secretary and a Treasurer. The Officers shall serve in their respective capacities as Officers of the General Committee until the following Annual General Meeting. The Chair shall be elected from amongst the committee membership at the first committee meeting in April. In the event of a vacancy occurring among the Officers, the General Committee shall have the power to fill such a vacancy from its own members or those of the society **until the next AGM.**

7b. Field Stewards

a. The General Committee shall appoint field stewards to represent it on a day-to-day basis and liaise with members on individual fields.

b. field stewards are appointed annually by the General Committee at one of its regular meetings.

c. field stewards shall report to the General Committee; in urgent cases, they shall report initially to the Officers.

d. field stewards may also be elected as representatives on the General Committee as outlined in clauses 6, 7 and 8.

8. Annual General Meeting

Once in each year, **in** March, the General Committee shall convene an Annual General Meeting of the Society for the purpose of receiving the Annual report of the General Committee and the audited Statement of Accounts; of electing the Officers; of electing the representatives of individual members to serve on the General Committee; of appointing auditors; of appointing solicitors; proposals to amend the Constitution **or Rules of Tenancy** and other business of which due notice has been received. 14 days

notice of this meeting will be posted in all sites.

9. Special General Meeting

The Chair of the Society or the Secretary may at any time at their discretion, and shall within 21 days of receiving a written request to do so, signed by not less than 20 members having the power to vote and giving reasons for the request, call a Special General Meeting of the Society for the purposes of altering the Constitution in accordance with Clause 13 hereof or of considering any other matter which may be referred to it by the General Committee or for any other purpose.

10. Rules of Procedure

Voting: Subject to the provisions of clause 13, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote, but in the case of an equality of votes the chair shall have a second and casting vote.

Quorum: One third of the members shall form a quorum at meetings of the General Committee and all other committees. Ten members or one third of the members, whichever is the less, shall form a quorum at the Annual General Meetings of the Society.

Minutes: Minutes shall be kept by the General Committee and any sub committees, which may have been established, and the secretary shall enter therein a record of all proceedings and resolutions.

11. Finance

All monies raised by or on behalf of the Society shall be applied to further the objects of the society and for no other purpose.

The Treasurer shall keep proper account of the finances of the Society and shall open a bank account in the name of the Society.

The accounts shall be audited at least once a year by auditors appointed by the Annual General meeting **and shall be submitted to the relevant regulatory authority.**

12. Dissolution

If the General Committee, by a simple majority, decides at any time on the ground of expense or otherwise that it is necessary or advisable to dissolve the Society, it shall call a meeting of all members of the Society who have the power to vote, of which meeting not less than 21 days notice stating the terms of the resolution to be proposed thereat, shall be posted in a conspicuous place or places in the area and given in writing to the **appropriate national bodies and regulatory authorities.** If such a resolution shall be confirmed by a simple majority of those present and voting at such meeting the general Committee shall have the power to dispose of any assets held by or in the name of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the tenants of Kettering Allotment Society as the General Committee may decide and, if relevant, as may be

approved **by the Local Authority and any relevant Regulatory Bodies.**

13 Alterations to the constitution

Any proposal to alter the constitution must be delivered in writing to the secretary of the Society not less than 28 days before the date of the Annual General Meeting.

Any alteration will require the approval of two-thirds majority of individual members of the Society present and voting at a General Meeting. Notice of each such meeting must have been given in accordance with normal procedure, but not less than 14 days prior to the meeting in question and giving the wording of the proposed alteration.

THIS CONSTITUTION was first adopted as the constitution of the Kettering Allotment Society at a public meeting held at

Corn Market Hall, Kettering on 18 March 2008

and amended at an annual General Meeting held at Corn Market Hall on 8 March 2016