

The Station Allotments Association Constitution

1. The Association will be called The Station Allotments Association (hereafter known as the Association).
2. The Association will consist of all allotment tenants on The Station Allotments site.
3. The objectives of the Association shall be to promote the growing of vegetables, fruit and flowers to the benefit of all allotment tenants.
4. Each allotment will be rented to the allotment tenant for a period of one year on behalf of Leeds City Council (LCC), the landowners, on an annually renewable basis.
5. The Association will be administered by an elected committee.
 - a) **Management of the Association:** The Association members will elect up to a minimum of two trustees and a committee consisting of a Chairperson, Treasurer, Secretary and at least two ordinary members. Places on the Committee will be open to any members of the Allotment Association. They will be elected at the Annual General Meeting.
 - b) The Officers of the Committee, Chair, Treasurer and Secretary will be elected by members of the Association present at the AGM. These posts will be held for three years after which time the posts will be voted on again, unless a resignation takes place before that time.
 - c) Ordinary committee members will be elected at the AGM and will also stand for three years before the post becomes vacant again.
 - d) Trustees shall be nominated by the Committee and be ratified at the AGM.
 - e) No member of the committee will be paid, or profit in any way, from their position on the committee apart from the payment of reasonable expenses agreed by the committee.
 - f) Committee meetings must be a quorum of three members to conduct a meeting.
 - g) Any Association member will be allowed to attend any committee meeting but will not have a vote on decisions.
 - h) **The Annual General Meeting of the Association:** The Annual General Meeting is to be held during the month of May in each year. Six members shall form a quorum for the AGM. At this meeting, the accounts and Chair's report shall be submitted and the Officers and Committee for the ensuing year elected. Only one person per plot is eligible to vote and in the case of a joint tenancy only the principal tenant can vote.

The committee will be able to co-opt other members as and when needed. Co-opted members to the committee may be ratified at the next AGM.

Extraordinary General Meetings: Extraordinary General Meetings may be called by the committee and by at least eight members if requested in writing to the Secretary. Committee members or Trustees can be unseated at these meetings with a two thirds majority vote of those attending and eligible to vote.

The Trustees are to be kept informed of committee meeting agendas and minutes.

6. **Finances of the Association. Bank Account:** The financial year of the Association will run from 1st May to 30th April each year. **Bank account:** The Committee shall hold a bank account in the name of the Association. It shall be a business account for the Association and administered by the Treasurer. All the monies received from any source on behalf of the Association shall be paid into the account. Two out of three signatories shall sign cheques. **Online banking:** the treasurer will be the committee member dealing with online transactions, any payments out by this method shall be reported to the committee at a subsequent meeting. The end of year accounts will be presented at the AGM each year and will be available for audit by LCC as and when required.

Full membership fees are inclusive of:

- Rents (the majority of which goes to LCC who set the percentage annually)
- Site insurance
- Water charges
- Site maintenance
- Membership of Leeds Allotments Federation (as such members are entitled to the benefits of such membership).
- Joint tenants and associate members will also be members of LAF and be required to pay insurance.

All funds raised by the committee on behalf of the members through the collection of rents and fundraising, will be held and administered for the benefit of all allotment holders.

7. The Committee will be responsible for:

- a. The letting of plots and the collection of monies relating to the renting of plots, in accordance with Section 8 below.
- b. Adjusting the rent, insurance and fees payable each year.
- c. General management of the allotment site and being fair custodians of the site for future plot tenants.
- d. Propositions put forward to the AGM.
- e. Ensuring the rules of the Association are adhered to for the benefit of all.
- f. The serving of improvement notices and termination of tenancies if required.

8. The letting of plots is arranged by the committee using the waiting list. Plots are offered in strict date order of application. Plots that become vacant will first be offered to existing tenants for any who wish to move from $\frac{1}{4}$ to $\frac{1}{2}$ or $\frac{1}{2}$ to $\frac{3}{4}$ or full plot, or if for any other reason applications to be discussed with the committee. We will offer an internal waiting list for those already on site if they want to move or expand.
9. **Types of Association membership:** *Principal tenant:* they are the main tenant for any sized plot, responsible for paying the rent. *Joint tenant:* holds the joint tenancy for a plot and may take over the principal tenancy if the original principal tenant leaves the association. *Associate member:* a helper on the plot but cannot take over the tenancy if the principal tenant leaves. *Additional membership ~ Friend of the Station Allotments –* for those who have had to give up their plot as they are no longer able to maintain it due to ill health or age. They will pay insurance and a membership fee (both to be agreed each year) and have access specifically to the communal gazebo plot area but no access to other allotment plots. This membership is at the discretion of the committee.
10. In the event of the closure of The Station Allotments Association site the Committee will ensure that all assets of any value i.e., equipment, stock etc will be sold or donated to other allotment sites, all debts paid, and any monies left will be donated equally to other local community allotment associations or allotment charities. It is noted that The Station Allotments Association does not own the land but leases the allotted plots from Leeds City Council.
11. This constitution and the rules of the Association will be amended as required and ratified at the Annual General Meeting or an Extraordinary General Meeting of the Association.

Amended and approved at the AGM