

## **Hill Rise Allotment Association**

### Constitution

1. The Association shall be known as the Hill Rise Allotment Association “HRAA”
2. The purpose of the Association is to foster the interests of its members and to represent them with St Ives Town Council (SITC), Huntingdon District Council and any other official bodies
3. The Objectives of the Association are to:
  - 3.1. Promote a greater understanding of allotment gardening among the local community and beyond
  - 3.2. Protect and promote biodiversity, landscape and amenity value of the Hill Rise Allotments site
  - 3.3. Foster good relations with residential neighbours and other users of the area adjacent to the allotment site
  - 3.4. Take actions to protect members against damage, trespass and theft
  - 3.5. Arrange lectures, film shows, demonstrations, competitions and other social events
  - 3.6. Take out membership of such organisations as are considered to be in the interests of, and compatible with the Objectives of the Association
4. Only Full Members of the Association are entitled to vote at the Annual General Meetings on any motion; to nominate or second candidates for the management committee or honorary officers; to serve on the management committee (the Committee); or to hold honorary office
5. There shall be two types of Full Membership of the Association:
  - 5.1. Plot holders: those persons, whether cultivating a whole or part plot; whereby Plot holders are designated as those persons who are officially listed as tenants of, and sign an annual contract with SITC to cultivate an allotment at Hill Rise Allotments
  - 5.2. Cultivators: those persons who are not named as tenants of SITC, but work with the Plot holder (as defined in Clause 5.1); there shall be no more than one Cultivator membership for each Plot holder membership, although those may be varied by the Committee as (defined in Clause 6) in exceptional circumstances
6. The Business of the Association shall be conducted according to the following:

- 6.1. Business to be conducted by a Committee comprising Chairman, Meetings Secretary, Membership Secretary, Treasurer and a further six members
  - 6.2. The ordinary Committee members shall hold office for a period of three years and initially after the first year, two ordinary Committee members shall retire, after the second year another two ordinary Committee members will retire and by the third year the cycle will be operational.
  - 6.3. Retiring ordinary Committee members will be eligible for re-election.
  - 6.4. The positions of the Chairman/Meetings Secretary/Membership Secretary/Treasurer shall be confirmed/elected annually at the Annual General Meeting
  - 6.5. Only Committee members shall represent the Association at liaison meetings with SITC or other official bodies; in exceptional circumstances, other Full Members may be co-opted at the discretion of the Committee
  - 6.6. Committee meetings which will be held indoors will take place quarterly in January, March, June and October, and the October meeting shall incorporate the Annual General Meeting (AGM)
  - 6.7. At the AGM, the election of the executive and ordinary committee members will take place, 10 Full Members being quorum, with apologies for absence from Full Members counted as quorum, proxy voting being permitted
  - 6.8. All Full Members of the Association shall be available for election
  - 6.9. The Committee shall have the power to co-opt members
  - 6.10. At the AGM the level of membership fees will be discussed, and agreed following a vote by those members present
7. Additional specific roles for the executive members shall be as follows:
- 7.1. **Chairman:** shall be responsible for:
    - 7.1.1. chairing Committee meetings including the AGM
    - 7.1.2. acting as a point of contact between Members and SITC or other official bodies; and informing members in writing of the outcome of any liaison meetings within two weeks of their occurrence

7.1.3. forwarding on copies of any communications from SITC or other official bodies within 2 days of receipt to all Full Members, unless it is deemed by the Committee that it would be inappropriate to forward on such communications in the instance that these may relate to personal or matters which should remain confidential

7.2. **Treasurer:** shall be responsible for:

7.2.1. holding any monies collected from membership fees, grants or other sources of income in a bank account

7.2.2. paying any bills for the Association including room rental for social and Committee meetings, postage, charges for web site maintenance (including domain name registration fees), membership cards and other sundries as agreed with the Committee

7.2.3. ensuring the Accounts are checked by an independent person prior to, and presenting a finance report at the Annual General Meeting

7.3. **Account holders:** There will be at least two signatories to any cheques debited against the HRAA account, whereby signatories shall be members of the Committee, as agreed at the Annual General Meeting

7.4. **Meetings Secretary:** shall be responsible for;

7.4.1. communicating all official business including agendas and minutes of Committee meetings and AGMs to the relevant members, and

7.4.2. communicating the outcome of liaison meetings with SITC to members within 2 weeks of such meetings taking place

7.4.3. communicating official business to members preferably by email, or for those members who do not have email access, in writing

7.4.4. preparing a quarterly newsletter to be circulated to all members

- 7.5. **Membership Secretary:** shall be responsible for;
  - 7.5.1. maintaining an up to date list of Full Members, to include a record of when he/she joins the Association using the form shown in the Annex
  - 7.5.2. preparing an electronic database of Full Members' contact details, ensuring that said database conforms to the requirements of the Data Protection Act and other relevant legislation
  - 7.5.3. assisting the Treasurer to ensure that the membership fees are collected in a timely manner, at or shortly after each AGM
8. The Committee may consider the following sub-committees/functions each headed by a convenor:
  - 8.1. **Social:** to organise any functions
  - 8.2. **Web site:** To maintain a presence on the internet providing public information on HRAA and its activities
  - 8.3. **Fund raising:** either independently or in conjunction with an approved agency to apply for lottery and other grants with the aim of improving the allotments for the benefits of the Members
  - 8.4. **Site representative:** to help the Membership Secretary maintain and update the list of all plot holders in the period between AGMs, and aid the Treasurer in collecting any membership fees due
  - 8.5. **Trading:** to co-ordinate purchases/discounts/loyalty cards from national and local suppliers
  - 8.6. **Produce show:** to co-ordinate the Association participation in the Annual Vegetable and Flower Show
9. Extra-ordinary general meetings may be called by 10 Full Members signing a request to the Meetings Secretary for such a meeting whereupon he/she will notify all members of the date of the EGM, the EGM taking place within four weeks of a request being received by the Meetings Secretary
10. Amendments to the Constitution shall only be made at General Meetings and any notices of motion should be given to the Meetings Secretary at least one month prior to the date of the meeting
11. In the event of dissolution of the Association, all liquid assets after debt clearance shall be donated to a registered charity and all other assets (communal shelters, lock-ups, cultivation equipment etc) shall pass to SITC

ANNEX

Confirmation of Membership to be completed on joining  
**Membership form being redrafted November 2009 – please refer to a committee member before using.**

Plot number:

I ..... (complete in BLOCK CAPITALS)  
 the undersigned agree to join HRAA as a Full Member in the following category:

Plot holder.....  or Cultivator .....  (please tick  one option)

and agree to abide by the Constitution of HRAA, and to allow my details to be held on an electronic data base for the purposes of sending out written and/or electronic information relating to the official business of the Association.

Contact details at time of joining :

Postal Address	Tel (1)	Tel (2)
Email:		

If you do **NOT** want your contact details to be shared with other members of the Association, please tick  the relevant boxes:

Address.....  Telephone.....

Email .....  Plot number.....

**Signed** ..... **Dated** .....

**Countersigned** ..... **Dated** .....

(countersigned by a member of the HRAA Committee)