

**RULES OF THE  
CHAPEL-ALLERTON ALLOTMENTS & GARDENS ASSOCIATION**

**CONSTITUTION**

**NAME**

The name of this body shall be The Chapel Allerton Allotments and Gardens Association.

**OBJECTIVES**

- 1 To encourage understanding and interest in gardening amongst the local community, and promote the benefits of gardening through shows, social events, participation in local community joint activities, and cooperation with other gardening associations in matters of mutual interest.
- 2 To be a source of advice and encouragement in the production of locally grown fruit and vegetables, whether on the allotments site or at members' homes.
- 3 To promote the interests of allotment holders on the Gledhow Valley Allotments site (formerly known as Northbrook Street Allotments) and to take joint action for the benefit of members.
- 4 To take whatever steps required with Leeds City Council for the good management and cultivation of Gledhow Valley Allotments site, and to use best efforts to protect ploholders from damage, trespass and theft.
- 5 To approve the appointment of Trustees for the Gledhow Valley Allotments site, as provided for in the lease between the Association and Leeds City Council or its successors.

**MEMBERS**

The Association shall consist of all persons who are current legal and paid-up members of Chapel Allerton Allotments and Gardens Association.

**SUBSCRIPTIONS**

Every member shall pay an annual subscription for the following year commencing 1st January, the amount to be decided by the General Meeting . Subscriptions will be payable in advance, payable only to the Secretary or Treasurer. Ploholders' subscriptions will be included as part of the overall rental payments for the member's allotment garden. The Annual Subscription shall be due **on January 1st**,. Membership will lapse if fees for the current years subscription have not been paid by 1<sup>st</sup> April.

**OFFICERS**

The Officers shall be a Chair, a Secretary, a Show Secretary, a Lettings Secretary, a Stores Manager, a Storeman and a Treasurer. Officers will be ex-officio members of the Committee. Trustees for the Gledhow Valley Allotments site shall be ex-officio members of the Committee, but may also fill the role of officers.

**COMMITTEE**

The affairs of the Association will be conducted by a Committee of Management which will normally consist of 5 members in addition to the officers and any Trustees not also holding an office. A majority of the Committee shall be ploholders of the Gledhow Valley Allotments site, and any of these may serve as a Trustee for the Gledhow Valley Allotments site. The Committee including officers will retire at the Annual General Meeting but will be eligible for re-election. Casual vacancies shall be filled by the Committee, and the members so appointed shall hold office until the next Annual General Meeting. A quorum at Committee meetings shall be not less than 5 members, and the Committee will meet not less than 4 times a year.

The Committee may co-opt any person to assist it in any specific business and may form sub-committees. Should any of the ordinary members be absent from three consecutive meetings without reasonable explanation, he or she will be considered to have vacated office.

### **GENERAL MEETINGS**

The Annual General Meeting shall be held within the first two weeks of December. The Secretary shall send 14 days notice of a General Meeting to every paid-up member for the year ending October 31st prior to the AGM. The quorum at any General Meeting shall be twelve and every paid-up member including Committee members and officers shall be entitled to vote in person at a General Meeting. In the case of equal voting the Chair shall have the casting vote. Only ploholders shall be entitled to vote on any issues affecting the governance of Gledhow Valley Allotments site.

The secretaries' reports and the audited accounts shall be presented at the AGM and the committee for the following year elected.

The Committee may call a Special General Meeting at any time. The Secretary shall call a SGM on the signed requisition of seven members. Twelve members shall form a quorum, and in the case of equal voting the Chair shall have the casting vote. Only ploholders shall be entitled to vote on any issues affecting the governance of Gledhow Valley Allotments site.

Grievances will be handled in accordance with the CAAGA grievance procedure.

### **FUNDS**

The committee shall open and maintain a bank account which will deal with rental income, other incomes and expenditure, including our rental payment to the council. The rental parts of the account which deal with our obligation to the council should be ringfenced in the accounting. The account will be audited annually by an Auditor who is not a member of the committee and who will submit a report to the Annual General Meeting.

### **TERMINATION OF THE ASSOCIATION**

If and when the membership of the Association is reduced to thirteen, it shall be wound up, its assets liquidated by the surviving officers, and the proceeds given to Perennial (Gardeners Royal Benevolent Society).

This constitution comes into effect from 4<sup>th</sup> March 2021, and any subsequent changes to it can be made only with the consent of two thirds of the members present and voting at an AGM or a General Meeting called for the purpose of altering the constitution.

Constitution amended 2021 Special General Meeting – reference to treasurer/accounts.