



Association of Manchester Allotment Societies

New CONSTITUTION

1. NAME: The name of the organisation shall be 'The Association of Manchester Allotment Societies'

2. AIMS & OBJECTIVES:

- a) To defend and promote all affiliated member societies' and individual plot holders= legitimate interests and activities in the field of allotment gardening.
- b) To work with the City Council to manage the allotments effectively and fairly, and to maintain and improve site facilities.
- c) To provide a facility for all members to purchase horticultural supplies at minimum cost.
- d) To provide support, mentoring and advice (if requested) particularly for new members.
- e) To encourage biodiversity and gardening methods which do not harm the environment generally, and actively promote healthy and safe surroundings for members and their families
- f) To develop links with groups and organisations with common interests locally and nationally.

3. MEMBERSHIP:

- a) Membership of the Association is open to all societies, organisations and individuals sharing the above Aims and Objectives, subject to the approval of the Committee.
- b) Only members who are appointed representatives of affiliated allotment societies are entitled to vote. However, a member may nominate a proxy to vote for him.
- c) Membership subscriptions for societies and for individual members shall be determined by an AGM and become due on 1 April each year. Membership shall cease if the annual subscription is more than 40 days overdue, or on the death, resignation, or expulsion of an individual member.
- d) An up-to-date 'Register of Members' shall be kept by the Secretary, containing current addresses and telephone numbers, which members must provide.

4. MEETINGS:

- a) Annual General Meeting (**AGM**): To be held between 1 January and 31 May each year, after at least 28 days notice to all members, to receive audited accounts, and reports by Officers and Committee, to elect new Officers and Committee, and to consider any other matters relevant to an annual meeting.
- b) Extra-ordinary General Meeting (**EGM**): May be held within 28 days of a request in writing from at least 5 voting members, to the Committee, who may also call such a meeting with 28 days notice to members if they deem it necessary.
- c) The quorum for all General meetings shall be 20% of members entitled to vote. Other members may attend the meetings and speak. The Chairman shall have a casting vote.
- d) Regular bi-monthly meetings, open to all affiliated members, will be held with at least seven day notice in writing of these meetings, minutes having been circulated.

5. OFFICERS & COMMITTEE:

- a) The voting members present at the AGM shall elect a Chairman, Secretary, and Treasurer as officers of the Association, plus at least five other members, to form a Management

Committee, and shall also appoint an auditor, who must not be a Committee member.

b) All officers and committee members shall relinquish office each year, but be eligible for re-election.

c) The Committee shall have the power to co-opt further members, in the event of vacancies arising or special circumstances, and to appoint sub-committees and four Field Officers.

d) After election the officers shall carry out the business of the Association, subject to the approval of the Committee, which shall meet to discuss business at least five times a year, with a quorum of five.

e) Minutes of all meetings shall be kept, and be available for scrutiny by any member.

6. FINANCE:

a) The Association shall have an appropriate bank account, payments from which must be authorised by two out of four signatories (the three officers plus one other member).

b) Payments to the Association should only be taken by the Secretary or Treasurer, and a record shall be kept of all monies so received.

c) The Treasurer shall prepare a brief summary of the Association's finances for each Committee meeting and a detailed, audited, annual Statement of Accounts for the AGM, and for scrutiny by Manchester City Council.

7. AFFILIATIONS:

The Association may affiliate to any organisation sharing its Aims and Objectives; such affiliations to be decided by the Committee, and ratified by the Annual General Meeting.

8. APPEALS:

Any affiliated society wishing to challenge a decision made by Officers of the Association or the Committee (e.g. in the event of expulsion from the Association), may, initially, appeal to the Chairman of the Committee, who will raise the matter at a Committee meeting, and if still not satisfied, may appeal to a General Meeting of the Association, but to no other organisation.

9. AMENDMENTS:

This constitution may only be revised or amended by a two-thirds majority of those societies' representatives entitled to vote (i.e. affiliated societies) present at a General Meeting of the Association, all affiliated societies having been notified of the proposed change at least twenty-eight days before the meeting.

10. EQUAL OPPORTUNITIES

The Association will operate an equal opportunities policy for all representatives of member societies, and for those societies wishing to become members, and will avoid any discrimination on the grounds of age, class, employment, disability, politics, race, religion or gender.

11. DISSOLUTION:

The Association shall only be dissolved by a motion passed by, and attested to by the signatures of at least three-quarters of the representatives of affiliated societies. Any assets or surplus funds on dissolution shall be distributed equally among the affiliated societies, or handed over to another group or organisation with similar aims, as might be recommended by the National Society of Allotment and Leisure Gardeners, as agreed by a majority of representatives present.