

Row Gardens Allotment Group - Rippingale

Constitution June 2007

Abbreviations and Definitions:

RGAG	Row Gardens Allotment Group
NSALG	National Society of Allotment and Leisure Gardeners Ltd
RPC	Rippingale Parish Council
AGM	Annual General meeting
SGM	Special General Meeting
Allotment	"Allotment Garden" as per the Allotment Acts
Plot	As 'Allotment'
Member	A 'voting' member of the RGAG as defined in Section 3 - Membership

1. The group shall be known as the "Row Gardens Allotment Group" (RGAG).

2. Purpose

- 2.1 To liaise with the Rippingale Parish Council (RPC) on matters concerning the return of the Rippingale Allotment Field for use as 'Garden Allotments'.
- 2.2 To promote the return of the Rippingale Allotment Field for use as 'Allotment Gardens'.
- 2.3 To monitor the waiting list for allotments.
- 2.4 To support members, either individually or as a group, with any complaint or problem they may have with the letting of an allotment or allotments.
- 2.5 To undertake as a group any administrative duties agreed between the RGAG and the RPC.
- 2.6 To undertake as a group any site maintenance or improvement agreed by the RGAG committee and as appropriate the RPC.
- 2.7 To take advantage of the National Society of Allotment and Leisure Gardeners Ltd' seed scheme and advice.

3. Membership

- 3.1 Membership is open to all tenants of the Rippingale Allotments, and all on the waiting list.
- 3.2 Membership shall be per plot, but where two people have an interest in the same allotment (eg husband and wife or partners) then both may be recognised separately except for voting. Should a member rent two or more plots then this shall be taken as one plot for the purpose of membership. Members on the waiting list shall be considered to have one plot for the purpose of membership and voting.
- 3.3 Membership Fees shall cover the RGAG's membership to the NSALG plus minor expenses for administration etc. Fees will be reviewed and set at the AGM, and at a Special General Meeting if deemed necessary and called for this purpose. The fee will be for one calendar year (or part calendar year if paid late) falling due in November to coincide with payment of the NSALG membership fee.

4. Officers, Sub-Committees and Committee

- 4.1 The officers shall be Chairman, Secretary and Treasurer. Vice Chairman, assistant Secretary and/or assistant Treasurer may be elected if deemed appropriate. Officers will be elected at the AGM and will hold office for one year. Where an officer does not serve a full term a Special General Meeting will be held to elect a replacement who will hold office until the next AGM.
- 4.2 Sub-Committees may be formed at any time to assist the officers or to carry out other tasks.
- 4.3 All members will be considered as belonging to the main committee until such time that the membership exceeds 20 plots when a working committee of a manageable size will be formed.

5. Meetings

5.1 Annual General Meeting (AGM)

- 5.1.1 The AGM will be held in November each year (or as close to November as practical). At least two weeks notice will be given to members by any suitable means.
- 5.1.2 All members will be allowed one vote per plot/allotment (as 3.2 above). A minimum of five voting members must be in attendance to form a quorum. A simple majority of those members present is required to make a decision. The Chairman shall have the casting vote where there is no majority.
- 5.1.3 Interested 'members of the public' will be allowed to attend, but only as observers with no voting rights.

5.2 Special General Meetings (SGM)

- 5.2.1 As AGM (5.1 above) but will be called at any time should a major decision have to be made. The purpose of the meeting must be stated when it is called. Special rules apply for 'Dissolution' at 8.1 below.

5.3 Committee and Other Meetings

- 5.3.1 Committee and other meetings will be held as necessary.

5.4 Minutes and Meeting Notes

- 5.4.1 A record of the decisions made at any meeting will be taken and published when agreed by those present. Minutes from the AGM will be published as 'Draft' until ratified at the following AGM.

6 National Society of Allotment and Leisure Gardeners Ltd

- 6.1 The RGAG will have Group (Society) membership of the NSALG.
- 6.2 The NSALG Share will be held in the name of an appropriate member of the RGAG, and transferred to another member should the current share holder leave the RGAG, or at the discretion of the Committee. Should the RGAG be dissolved then the share will be disposed of in accordance to Section 8 below.

7 Banking

- 7.1 The RGAG will open a suitable bank account when deemed necessary by an Annual or Special General Meeting, or at such time that the cash held by the treasurer should exceed £25 after membership to the NSALG has been paid.

8 Dissolution and Disposal of Funds

8.1 Dissolution

8.1.1 The dissolution of the RGAG shall be at the discretion of the group, and shall be decided at a Special General Meeting called for that purpose. This meeting may run concurrently with an AGM providing that the requirements below are met.

8.1.1 At least four weeks notice will be given to members by any suitable means.

8.1.2 The quorum for dissolution must be a minimum of 50% of the voting membership.

8.1.3 The motion to dissolve the RGAG must be carried by a 60% majority of voting members present.

8.2 Disposal of Funds

8.2.1 Should the meeting at 8.1 above vote in favour of dissolution of the RGAG then existing funds shall be disposed of as below:

8.2.2 All outstanding debts, including sundry expenses and commitments, shall be settled before the disposal of any remaining funds.

8.2.3 Where membership fees have been received and not yet used to pay for the group membership of the NSALG, these fees may, at the discretion of the meeting, be returned to the appropriate members as practical. Members shall have no other claim on the remaining funds.

8.2.4 The residue and/or uncommitted funds from any grant or donation received will be returned to the donors as applicable and practical, taking into consideration any ruling or agreement made when accepting the grant or donation.

8.2.5 The remaining balance of funds shall be distributed between local and other charities and/or the RPC as seen fit by the meeting.

8.2.6 The NSALG Share will be returned to the NSALG in accordance with their rules.

9 Amendment to the Constitution

9.1 Amendments to this constitution may be approved at an AGM, or SGM called for that purpose.

9.2 A draft of the proposed amendment must be presented to the RGAG Secretary and circulated with the calling notice to the AGM or SGM. Minor alterations to the proposal may be accepted at the meeting.

9.3 A simple majority of the voting members present is required to accept the amendment.

June 2007