



THE KIDBROOKE PARK ALLOTMENT ASSOCIATION CONSTITUTION

The previous Kidbrooke Park Allotment Association constitution is rescinded

1. Name

- 1.1. The name of the Association shall be the Kidbrooke Park Allotment Association (Association or KPAA).

2. Aims of the Association

- 2.1. To promote the interests of allotment holders.
- 2.2. To manage and maintain the allotments site in good condition for the long term benefit of residents of the Royal Borough of Greenwich and in accordance with the lease agreement with the Royal Borough of Greenwich.
- 2.3. To promote the pursuit of gardening as a recreation through the provision of allotments, promoting health, education and community fellowship.
- 2.4. To encourage skills and good practice in horticulture for members and the wider community

3. Objectives of the Association

- 3.1. To let land to Members to be cultivated by them as allotments
- 3.2. Manage and develop our relationship with our Landlord the Royal Borough of Greenwich and other appropriate bodies for the good management and cultivation of allotment gardens.
- 3.3. Promote the interests of allotment holders co-operating with other gardening associations to further the interests of its Members.
- 3.4. To determine any dispute that may arise between Members or between a Member and the Association

- 3.5. To treat all Members equally under the constitution and tenancy agreement, irrespective of age, gender, sexuality, race, or belief
- 3.6. To secure by all lawful means as may be necessary the provision and tenure of allotments
- 3.7. To take reasonable steps to ensure the health and safety of Members at all times when they are on land leased by the Association.
- 3.8. The Association will have the full authority to do such things it deems necessary or expedient for the accomplishment of its aims and objectives. Provided always that any steps or action taken are in accordance with this constitution, the tenancy agreement and/or the tenancy agreement in force with each of the Members.

4. Membership

- 4.1. The Association shall consist of all persons who are paid-up Tenants on the Kidbrooke Park Allotments site and who will be known as Members.
- 4.2. Membership is open to residents of the Royal Borough of Greenwich. The Committee may give dispensation to members living close to the Greenwich boundary.

5. List of Members

- 5.1. The Association shall keep a register of Members in which the secretary shall enter the following particulars.
 - A. The name, address, email (where available) and contact number of all Members;
 - B. The date each member joined the Association and date of termination (where applicable);
 - C. The names, addresses and contact numbers of the officers and committee members of the Association and the date on which they took office
 - D. The number of each allotment leased to the Member and the date on which the Member took responsibility for the plot.

- 5.2. Any Member may see their entry recorded in the Members Register.
- 5.3. It is the responsibility of each Member to inform the secretary of any changes.

6. Cessation of Membership

- 6.1. A Member shall cease to be a Member in the following eventualities:
- (a) The Member's death, unless jointly held
 - (b) The Member's resignation
 - (c) When a Member commits a serious breach of the constitution and/or and or the tenancy agreement as determined by the committee, including but not limited to:
 - non payment of the annual rent fee by the due date of 1st April each year;
 - failure to cultivate the plot taking into account seasonal practices;
 - theft or attempted theft
 - use of a hose to water plots (without the prior permission from the Committee and/or
 - a serious breach of health and safety which could cause potential danger to either the Member or another Member of the KPAA.

7. Grievance Procedure

- 7.1. Any Member with a grievance relating to the allotments should, in the first instance, raise the issue with the Secretary. If this does not resolve the grievance, the matter will be discussed at the next Committee meeting, or a specially convened meeting if the issue is urgent.
- 7.2. The Member may attend the meeting. Decisions shall be decided by a majority of votes of the Committee. Where the votes cast in any matter are equal then the Chairperson shall have the casting vote. Votes by proxy are not allowed under any circumstances.

8. Expulsion of Members

- 8.1. If, after investigation, the Committee decides to expel a Member for breach of the tenancy agreement, or for any other conduct detrimental to the interests of the KPAA, the Member shall be given written notice of the reason for expulsion, sent to the address entered in the register of Members.
- 8.2. The Member has the right within 30 days of receiving such written notice to request a personal hearing in front of the committee at which they can be accompanied by another Member or a friend. The Committee may then decide whether to confirm its original decision to expel or issue a warning as it thinks appropriate. Decisions shall be decided by a majority of votes of the Committee. Where the votes cast in any matter are equal then the Chairperson shall have the casting vote. Votes by proxy are not allowed under any circumstances.

9. Constitution and Tenancy Agreement

- 9.1. The Committee are responsible for providing a copy of the constitution and tenancy agreement to each new Member of the KPAA.
- 9.2. The Committee are responsible for updating and maintaining a current tenancy agreement which must be signed by each Member.
- 9.3. The constitution and tenancy agreement of the KPAA may be amended or rescinded by a resolution if it is agreed by a majority of the votes cast at the AGM or a meeting specially convened for that purpose.
- 9.4. Proposed changes must be notified in writing or email to the Chair for consideration at the next Committee meeting and be signed by proposer(s) and seconder(s).

10. Officers of The Association

- 10.1. The association shall have the following officers as listed below who must be Members of the KPAA, will be elected at the AGM, taking office at the end of the AGM at which elected, and stay in office until the end of the next AGM.
 - (a) Chairperson

- (b) Members Secretary
- (c) Treasurer

11. Management Committee

11.1. The Management Committee shall be composed of the officers of the association together with a maximum of 9 other Members. Roles may vary from time to time depending on the needs of the KPAA but will include:

- (a) Provision of administrative support to the Committee including keeping an accurate record of Committee meetings, drafting and circulation of the agenda and supporting papers.
- (b) Design and circulation of quarterly newsletter.
- (c) Development and maintenance of the KPAA website facility
- (d) Provision of administrative support to the KPAA, including maintenance of KPAA files and documentation including the membership and waiting list databases.
- (e) Site officer role including Health and Safety.
- (f) Liaising with and supporting new Members of the KPAA.
- (g) Management of the shop
- (h) Events organiser
- (i) Maintaining and ensuring regular review of the constitution and supporting documents including the KPAA tenancy agreement.

11.2. The power and responsibility for managing the business of the KPAA shall be vested in the Management Committee. Unless otherwise provided by these tenancy agreement or prohibited by statute, the Management Committee shall have the power to act on behalf of and in the interests of the KPAA according to its aims and objectives.

11.3. The KPAA Officers and other Committee Members will be elected from members of the KPAA at the Annual General Meeting and will take office at the end of the Annual General Meeting at which elected until the end of the next Annual General Meeting.

- 11.4. The Committee may co-opt any Member and a maximum of 2 non-members to the Committee to assist in its work. Such co-opted persons will be non-voting and not count towards a quorum.
- 11.5. The Committee shall have the right to fill any vacancies as and when they arise. Notice of a vacancy will be given to Members via email and a sign on the KPAA notice board. Each prospective new Committee Member must be nominated and seconded at a pre-arranged Committee meeting and accepted by those Committee Members present on a majority vote.
- 11.6. In addition any officer or member of the Committee may be removed at any time by a resolution of the majority of members voting at a special meeting called for that purpose.

12. Annual General Meeting

- 12.1. The AGM shall normally be held during the months of April or May at such time and place as the Committee decide. 21 days' notice shall be given to all KPAA Members via email (where available) and via a notice placed in the allotment shop window.
- 12.2. Any matter which a Member wishes to place on the agenda of the AGM must be submitted to the Secretary in writing or email not later than 14 days prior to the AGM. The agenda shall be published on the website and in the allotment shop window at least 7 days prior to the AGM. Hard copies of the agenda and supporting papers will also be made available on request.
- 12.3. The purpose of the meeting is to:
- (a) Approve the minutes of the previous AGM
 - (b) To approve the annual accounts of the KPAA
 - (c) To consider proposals to amend the Constitution and tenancy agreement
 - (d) To decide matters of general policy
 - (e) To elect (or re-elect) officers and members of the Committee
 - (f) To receive a report on the previous year's activities and achievements including a Site Officers' update and New Members Officer update.
- 12.4. All KPAA members are entitled to attend and vote at the meeting and are entitled to stand for election as an officer of the KPAA or member of the management committee. Members are the person or persons named in the

tenancy agreement. Where the votes cast in any matter are equal then the Chair shall have the casting vote. Votes by proxy are not allowed under any circumstances.

12.5. In the absence of the Chair, an acting Chair elected at the AGM meeting shall preside for that meeting.

12.6. No decisions can be made without the meeting being quorate. A quorum shall consist of 15 Members.

13. Committee Meetings

13.1. Committee meetings will be held a minimum of 4 times per year with frequency depending on what needs to be discussed.

13.2. In the absence of the Chair, an acting Chair elected at the Committee meeting shall preside for that meeting.

13.3. All issues shall be decided by a majority of votes. Where the votes cast in any matter are equal then the Chairperson shall have the casting vote. Votes by proxy are not allowed under any circumstances.

13.4. No decisions can be made without the meeting being quorate. A quorum shall consist of 5 Members.

13.5. Following approval a record of the actions agreed and decisions made will be made available to members via the website and published in the shop window within 2 weeks.

13.6. The Chairperson and/either the Members Secretary or the Treasurer may take any executive emergency actions required where it is not practicable for the business to be decided upon at a regular or special Committee meeting. Details of the action will be reported and recorded at the next meeting of the Committee.

14. Management of Funds

14.1. The Committee shall maintain bank account(s) in the name of the KPAA and all monies received from any source on behalf of the KPAA shall be paid into the relevant account. Currently the KPAA has the following accounts:

- a) Reserve account - to maintain a reserve for any unexpected or planned major expenses
- b) Current account - used for depositing rental income and settling expenses

14.2. The bank accounts are to be managed as follows:

- a) A minimum of 2 signatories are required to sign cheques. A maximum of 4 signatories will be held at any one time. Signatories may change during the year due to people leaving and joining the Committee.
- b) The Committee will not spend KPAA funds unless it has a direct benefit to the majority of members, maintenance and or improvement of the allotment site.
- c) In accordance with the Greenwich Council Lease, an auditor shall be appointed to audit the accounts and submit a report to the Council and to the KPAA's AGM.

15. Financial Records

15.1. The Treasurer will keep a record of all income and expenditure related to the KPAA's financial transactions. A record will be made on the Members' database of membership fees received. In addition all other income and expenditure must be recorded and accompanied by a corresponding receipt or invoice which shows the date, the total amount and the purpose.

15.2. The Treasurer shall provide an update on the current KPAA financial position at each Committee meeting.

15.3. The Treasurer shall close the annual account on 31st of December each year and prepare income and expenditure statements and a balance sheet for presentation to the appointed Auditor by the end of the following month.

15.4. The Auditor shall receive the draft accounts and supporting documents by the end of the month following the year end for audit.

15.5. The Auditor will be nominated and appointed year by year at the AGM and hold office until the close of the following AGM and cannot be an officer or member of the committee.

15.6. Any Member has the right to request a copy of the adopted audited accounts from the Treasurer who will provide a copy within 2 weeks of the request.