

# **CONSTITUTION OF THE NUNEATON FEDERATION OF ALLOTMENT ASSOCIATIONS**

## **1. Name**

The name of the organisation shall be the Nuneaton Federation of Allotment Associations (hereinafter referred to as the Federation).

## **2. Objects**

The Federation is established for non-profit purposes only.

In particular the Federation is established to:

- 1) Support the members' interests and to represent the associations' members
- 2) Encourage and promote throughout Nuneaton, interest in, and understanding of, gardening
- 3) Promote the benefits of gardening and allotmenting to all, particularly with respect to health, social inclusion and the environment
- 4) Support and involve the Nuneaton community in the activity of growing, by educating in the principles and practice of horticulture and providing opportunities for social inclusion.
- 5) Manage the head lease for allotment sites from Nuneaton and Bedworth Borough Council and to manage the sub-leases from the Federation to individual allotment associations; monitor and assist associations to fulfil their obligations under the sub-lease, including those related to the NBBC Allotment Strategy, Technical Advisory Notes (TANs) and any other relevant policies or guidance as directed by NBBC.

## **3. Membership**

An Allotment association who has a sub-lease from the Federation is automatically a member of the Federation.

Any Allotment association in the borough of Nuneaton may become a member of the Federation.

All plot holders that are current tenants of an association are automatically members of the Federation.

Each Allotment Association will nominate one person to be their representative on the Federation board of management, and this person or their nominated delegate, will be entitled to 1 vote on behalf of their association at management board meetings.

## **4. Management Board**

The management board's responsibility is to manage the work of the Federation in order to achieve the objects.

The board consists of 4 Executive Officers each with one vote - Secretary, Chairperson, Treasurer, Vice-Chair, where each officer is from a different association - and also 1 voting member from each of the associations.

The management board shall normally meet at least 5 times a year, one of which will be the Annual General Meeting (AGM.)

The board of management may also be summoned by the Chairperson (or Vice-Chairperson in the absence of the Chairperson), or by 3 members of the management board acting together by written request to the Secretary.

Each allotment association is entitled to send up to 4 delegates to observe at a board meeting but there will be only one vote per association.

Preparation for, and the conduct of, any meeting whether management board meetings, AGMs and Special General Meetings, will be done in accordance with the Federation guidance notes, including giving proper notice of meetings and taking minutes.

Executive officers will be elected normally for a 3 year term. After this time they will retire but they will be eligible for re-election.

If an executive post is vacant before the next AGM, the executive have the power to co-opt any member of the Federation for the post for the period until the next AGM, at which time the post will be open for nominations and election as usual.

Nominations for any executive post that qualifies for election will be notified in writing to the Secretary at least 28 days before the AGM.

The Chairperson, or in their absence the Vice Chairperson, shall be Chairperson of the management board. If both are absent, members present shall elect one of their number to preside at the meeting.

A quorum is 50% of the potential voting members. The quorum must be maintained for all decisions voted on.

If quorum has not been reached then the meeting can be dismissed after 30 minutes, at the discretion of the Chairperson.

Every matter, except as provided for under this Constitution, shall be determined by a majority of voting members present. The Chairperson of the meeting shall have a second and casting vote where there is an equality of votes.

Votes will be taken as a show of hands unless the Chairperson thinks it necessary to have a secret written ballot. If there is more than one candidate for an executive post in an election at an AGM or SGM, then the ballot will be secret.

Board management decisions shall be binding on all members. However, as the Executive officers have final responsibility for the head lease with NBBC, then they may over-rule a decision if acting on that decision means non-compliance with the objects of the Federation, the lease, the NBBC allotment strategy, TANs or other policies or guidance issued by the council.

### **Special conditions for AGM and Special General Meetings**

The AGM shall be held once a year, normally in April, to elect the Federation officers as necessary, approve the accounts, receive reports from the Chairperson and the Secretary, and conduct any further business.

A Special General Meeting may be called by resolution of the Board or by written demand of not less than 3 members of the Federation Board acting together. Normally not less than two

weeks notice of the time and place of the AGM or Special General Meeting shall be given by the Secretary who shall circulate notices of these details where appropriate.

All members, including current tenants of member allotment associations are entitled to attend an AGM or SGM, where each association is entitled to 1 vote.

If any member of the management board has a pecuniary interest in a matter under discussion, the member must declare it and withdraw from the meeting until the Management board has made its decision.

## **5. Powers**

The Federation may do anything which is conducive to the furtherance of these objects, including:

- obtain, collect or receive money by way of contributions, donations, subscriptions, grants or other lawful methods, and may make donations to individuals or organisations
- work in partnership with other organisations
- act as mediator and the final arbiter in any disputes between individual allotment holders and their association's management team

and will operate in all things with fairness and without prejudice or political bias and in accordance with the law

## **6. Subscriptions**

Subscriptions shall be fixed at the AGM and shall remain in force until amended if so required at the next AGM. Subscriptions shall fall due on the first board meeting after the AGM.

## **7. Finance**

The Federation shall have the power to raise money by means of subscriptions, donations, grants and other sources. The income of the Federation shall be applied solely towards the promotion of the objects. No portion thereof shall be paid or transferred to any member of the Federation, provided that nothing herein shall prevent the payment in good faith of reasonable expenses incurred by an Officer or member of the Federation.

The Treasurer shall be responsible for the custody of the funds and for keeping a record of receipts and payments in accordance with the Finance policy. An audited statement of accounts shall be presented by the Treasurer at the AGM.

The accounting year shall be from the first day of April to the last day of March.

## **8. Dissolution**

The Federation may at any time be dissolved by a resolution supported by two-thirds of those voting members of the Federation Board present and voting at a special General Meeting convened for the express purpose of dissolving the Federation. The resolution may give instructions for the disposal of the Federation's assets. Any funds remaining after debts and liabilities have been dealt with will be given or transferred to other bodies having objects similar to those of the Federation.

## **9. Alterations to the Constitution**

The constitution of the Federation may be altered only at an AGM or Special General Meeting. Notice of any proposed change must be given to the Secretary at least one month before the meeting.

This Constitution was adopted on 21st May 2015