

# Lavenham Community Allotment Association Constitution

**1) Name:** The name of the group shall be **Lavenham Community Allotment Association** referred to hereinafter as 'the Association'.

## **2) Aims and Objectives**

The aims of Lavenham Community Allotment Association will be:

- Manage and maintain the Paddocks Allotment site fairly and sustainably, and seek ongoing improvements in standards and facilities, as required by the Parish Council
- Represent and support the interests of all allotment holders
- Promote good relations, inclusion and cooperation among members
- Encourage sustainable practices and community participation in food growing.
- To operate on a non-profit making basis, any surplus funds being ploughed back into the association.
- To seek and administer funding in support of the Associations aims and objectives

## **3) Membership**

a) Membership is open to anyone over 18 who rents a plot or supports the objectives of the association, and agrees to abide by the constitution, site rules and relevant policies.

b) Membership will begin as soon as the membership form is completed and received by the Membership Secretary.

c) A list of all members will be kept by the Membership Secretary.

## **4) Termination of Membership**

a) Members who are not allotment holders can cease to be a member at any time by writing to the secretary. It is however a requirement that all Allotment Holders are members of the Association.

b) Membership will be terminated if the member does not adhere to the Association's constitution, policies or site rules and is removed by decision of the Committee.

## **5) Equal Opportunities**

The Association will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **6) Officers and Committee**

a) The business of the Association will be carried out by a committee elected at the Annual General Meeting. Committee members will serve for one year and may stand for re-election.

b) the committee will consist of at least 4 committee members

c) the officer roles are as follows - a committee member may hold more than one role:

- Chair - who shall chair both general and committee meetings
- Secretary - who shall be responsible for the taking of minutes and the distribution of all papers

- Membership Secretary - who shall be responsible for keeping records of members, and those on the waiting list
- Treasurer - who shall be responsible for administering all financial records, and bank accounts, and preparing annual accounts.
- Additional committee members may also be appointed at the AGM, and up to two additional members may be co-opted onto the committee at the discretion of the committee during the year.

d) the committee will oversee day to day operations of the allotment site including establishing any policies as required by the Parish Council.

e) Vacancies may be filled by co-option until the next AGM.

d) Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

f) The Committee meetings will be open to any member of the Association wishing to attend, who may speak but not vote.

g) The committee may invite additional non-voting advisors as needed.

h) All committee members must declare any conflict of interest.

## **7) Annual General Meeting (AGM)**

a) held once per calendar year

b) 14 days notice will be given to all members giving the date and time of the meeting and venue.

c) Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

d) The quorum for the AGM will be 5 members, All officers are required to attend.

e) At the AGM:

i) The Committee will present a report of the work of the Association over the year.

ii) The Committee will present the accounts of the Association for the previous year.

iii) The Officers and Committee for the next year will be elected.

iv) Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

## **8) Special General Meetings (SGMs)**

a) Can be called by the committee or 20% of members

b) 14 days notice will be given to all members giving the date and time of the meeting and venue.

c) The meeting is solely for the issue for which it is called.

d) The quorum for the SGM will be 5 members all officers are required to attend.

## **9) Committee Meetings**

a) Committee meetings to be held as required, but a minimum of 4 times per year.

b) Committee members must receive notice of meetings at least 7 days before the meeting.

c) The quorum for Committee meetings is 3 committee members

d) Decisions made by majority vote; Chair has casting vote if tied

e) Minutes shall be kept and made available to members on request.

#### **10) Rules of Procedure for meetings**

- a) All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- b) If a consensus cannot be reached, a vote will be taken, and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.
- c) Virtual attendance: Meeting may be held online, and electronic voting permitted where necessary.

#### **11) Finances**

- a) The Treasurer is responsible for managing all funds.
- b) The Treasurer will manage a dedicated bank account held in the name of the Association at a bank agreed by the committee
- c) Three unrelated cheque signatories will be nominated by the Committee (one to be the Treasurer).
- d) All cheques/payments will be signed/or approved by two signatories.
- e) Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting
- f) All money raised by or on behalf of the Association is only to be used to further the aims of the group, as specified in item 2 of this constitution.
- g) Annual accounts shall be independently reviewed and present at the AGM
- h) Expenditure over £50 must be authorised by the committee

#### **12) Amendments to the Constitution**

- a) Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.
- b) Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

#### **13) Conduct and Disputes**

- a) Offensive, discriminatory, or abusive behaviour will not be tolerated
- b) Members breaching the conduct policy may be suspended or removed.

#### **14) Data Protection**

- a) The Association will store member data securely and in compliance with GDPR
- b) Data will only be used for legitimate Association purposes.
- c) Members may request to see or have their data deleted.

#### **15) Dissolution**

- a) If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.
- b) If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The recipient organisation will be decided at the meeting where dissolution takes place.

This constitution was agreed at the Inaugural General Meeting of Lavenham Community Allotment Association on date

Chair:   
Francesca Tatum

Date: 9.07.2025

Secretary:   
Tracey Brinkley

Date: 9.7.25

Treasurer:   
Rosanna STACEY

Date: 9/7/25

Membership Secretary

Date

Paul Thompson  
P.D. Thompson

9.7.25