

## **Hill Rise Allotment Association**

### Constitution

1. The Association shall be known as the Hill Rise Allotment Association “HRAA”
2. The purpose of the Association is to foster the interests of its members and to represent them with St Ives Town Council (SITC), Huntingdon District Council and any other official bodies
3. The Objectives of the Association are to:
  - 3.1. Promote a greater understanding of allotment gardening among the local community and beyond
  - 3.2. Protect and promote biodiversity, landscape and amenity value of the Hill Rise Allotments site
  - 3.3. Foster good relations with residential neighbours and other users of the area adjacent to the allotment site
  - 3.4. Take actions to protect members against damage, trespass and theft
  - 3.5. Arrange lectures, film shows, demonstrations, competitions and other social events
  - 3.6. Set up and promote a discount scheme with local businesses, for the benefit of members possessing a valid membership card
  - 3.7. Take out membership of such organisations as are considered to be in the interests of, and compatible with the Objectives of the Association
4. Only Full Members of the Association are entitled to vote at the Annual General Meetings on any motion; to nominate or second candidates for the management committee or honorary officers; to serve on the management committee (the Committee); or to hold honorary office
5. There shall be two types of Full Membership of the Association:
  - 5.1. Plot holders: those persons, whether cultivating a whole or part plot; whereby Plot holders are designated as those persons who are officially listed as tenants of, and sign an annual contract with SITC to cultivate an allotment at Hill Rise Allotments
  - 5.2. Cultivators: those persons who are not named as tenants of SITC, but work with the Plot holder (as defined in Clause 5.1); there shall be no more than one Cultivator membership for each Plot holder membership, although those may be varied by the Committee as (defined in Clause 6) in exceptional circumstances

6. There shall also be the provision for Associate Membership of the Association, for those persons who, while being interested in supporting the general objectives of the Association and having an interest in leisure gardening do not have an allotment at Hill Rise or any other site; Associate Members will pay the same annual fee as Full members and be entitled to the same benefit such as discount schemes and other offers, but shall not be entitled to vote at the AGM
7. Equal Opportunities Policy: Irrespective of the denomination as either Full or Associate Member as specified in Clauses 5 & 6, HRAA will:
  - 7.1. Treat all Members fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, or disability
  - 7.2. Make reasonable adjustments where possible, to accommodate all individuals
  - 7.3. Ensure that this policy applies to recruitment, promotion, training, fees and every other aspect of Membership
  - 7.4. The equal opportunities policy will be reviewed annually and amended according to current legislation
  - 7.5. Commit to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. The overall responsibility for the policy lies with [the Chairman] however, all Members are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity
  - 7.6. Ensure that any act of discrimination by Members or any failure to comply with the terms of the policy will result in exclusion from the Association in accordance with the procedures in Clause 9.12
8. Protection of Children and Vulnerable Adults: Occasionally HRAA may be approached by local schools, youth groups or other bodies regarding communal activities involving children and vulnerable adults, and in such instances, HRAA adopts the following policy:
  - 8.1. All such activities will be approved in advance by the HRAA Committee, and confirmed in writing (including by email)
  - 8.2. All children coming on site must only do so as members of a formal party, accompanied by an adult leader or professional member of the relevant organisation (e.g. school teacher or youth worker)
  - 8.3. HRAA members must abide by any rules requested by the youth organisation or school, for example Criminal Records

Bureau checks, but noting that HRAA cannot be responsible for any financial obligations arising from such requirements

8.4. HRAA members must not work alone with children or vulnerable adults (for definition of vulnerable adults see Annex 1)

9. The Business of the Association shall be conducted according to the following:

9.1. Business to be conducted by a Committee comprising Chairman, Meetings Secretary, Membership Secretary, Treasurer and a further six members (one of whom may be an Associate Member)

9.2. Posts of Meetings Secretary and Membership Secretary may be combined to make a single position, to be reviewed annually

9.3. The ordinary Committee members shall hold office for a period of three years and initially after the first year, two ordinary Committee members shall retire, after the second year another two ordinary Committee members will retire and by the third year the cycle will be operational.

9.4. Retiring ordinary Committee members will be eligible for re-election.

9.5. The positions of the Chairman/Meetings Secretary/Membership Secretary/Treasurer shall be confirmed/elected annually at the Annual General Meeting

9.6. Only Committee members shall represent the Association at liaison meetings with SITC or other official bodies; in exceptional circumstances, other Full Members may be co-opted at the discretion of the Committee

9.7. Committee meetings which will be held indoors will take place quarterly in January, March, June and October, and the October meeting shall incorporate the Annual General Meeting (AGM)

9.8. Other than at the AGM, 6 Committee members will be quorum

9.9. At the AGM, the election of the executive and ordinary committee members will take place, 10 Full Members being quorum, with apologies for absence from Full Members counted as quorum, proxy voting being permitted

9.10. All Full Members of the Association shall be available for election

- 9.11. The Committee shall have the power to co-opt members
- 9.12. At the AGM the level of membership fees will be discussed, and agreed following a vote by those members present
- 9.13. The committee will study written and signed evidence relating to any complaint made against a member or members of the Association of whom it is alleged to have brought the Association into disrepute.
  - 9.12.1. The committee will consider the evidence and afford the subject member(s) an opportunity to defend themselves
  - 9.12.2. If after consideration, the complaint is upheld, the committee shall vote on a proposal to expel the member(s) from the Association and the decision to expel shall be the result of a majority vote of a quorate committee
  - 9.12.3. The member(s) facing expulsion will be allowed a right of appeal and will be given one calendar month in which to lodge that appeal in writing to the Secretary of the Association
  - 9.12.4. The committee will inform the member(s) of its final decision within two weeks of receipt of the written appeal. If no appeal is received within the timescales provided in 9.12.3, then written confirmation of the expulsion is to be communicated to the member(s)
  - 9.12.5. All Association membership cards and any other benefits associated with membership will be withdrawn from any member who has been formally expelled from the Association

10. Additional specific roles for the executive members shall be as follows:

- 10.1. **Chairman:** shall be responsible for:
  - 10.1.1. chairing Committee meetings including the AGM
  - 10.1.2. acting as a point of contact between Members and SITC or other official bodies; and informing members in writing of the outcome of any liaison meetings within two weeks of their occurrence
  - 10.1.3. forwarding on copies of any communications from SITC or other official bodies within 2 days of

receipt to all Full Members, unless it is deemed by the Committee that it would be inappropriate to forward on such communications in the instance that these may relate to personal or matters which should remain confidential

- 10.2. **Treasurer:** shall be responsible for:
- 10.2.1. holding any monies collected from membership fees, grants or other sources of income in a bank account
  - 10.2.2. paying any bills for the Association including room rental for social and Committee meetings, postage, charges for web site maintenance (including domain name registration fees), membership cards and other sundries as agreed with the Committee
  - 10.2.3. ensuring the Accounts are checked by an independent person prior to, and presenting a finance report at the Annual General Meeting
- 10.3. **Account holders:** There will be at least two signatories to any cheques debited against the HRAA account, whereby signatories shall be members of the Committee, as agreed at the Annual General Meeting
- 10.4. Notwithstanding the requirements defined in Clause 10.3, the Committee will agree any extraordinary expenditure (that is anything which is not concerned with the normal day to day running of the Association) with a value over £200, and moreover the committee will give members seven days notice of any such expenditure, to object to, or otherwise question the Committee
- 10.5. **Meetings Secretary:** shall be responsible for;
- 10.5.1. communicating all official business including agendas and minutes of Committee meetings and AGMs to the relevant members, and
  - 10.5.2. communicating the outcome of liaison meetings with SITC to members within 2 weeks of such meetings taking place
  - 10.5.3. communicating official business to members preferably by email, or for those members who do not have email access, in writing
  - 10.5.4. preparing a quarterly newsletter to be circulated to all members

- 10.6. **Membership Secretary:** shall be responsible for;
  - 10.6.1. maintaining an up to date list of Full Members, to include a record of when he/she joins the Association using the form shown in the Annex
  - 10.6.2. preparing an electronic database of Full Members' contact details, ensuring that said database conforms to the requirements of the Data Protection Act and other relevant legislation
  - 10.6.3. assisting the Treasurer to ensure that the membership fees are collected in a timely manner, at or shortly after each AGM
11. The Committee may consider the following sub-committees/functions each headed by a convenor:
  - 11.1. **Social:** to organise any functions
  - 11.2. **Web site:** To maintain a presence on the internet providing public information on HRAA and its activities
  - 11.3. **Fund raising:** either independently or in conjunction with an approved agency to apply for lottery and other grants with the aim of improving the allotments for the benefits of the Members
  - 11.4. **Site representative:** to help the Membership Secretary maintain and update the list of all plot holders in the period between AGMs, and aid the Treasurer in collecting any membership fees due
  - 11.5. **Trading:** to co-ordinate purchases/discounts/loyalty cards from national and local suppliers
  - 11.6. **Produce show:** to co-ordinate the Association participation in the Annual Vegetable and Flower Show
12. Extra-ordinary general meetings may be called by 10 Full Members signing a request to the Meetings Secretary for such a meeting whereupon he/she will notify all members of the date of the EGM, the EGM taking place within four weeks of a request being received by the Meetings Secretary
13. Amendments to the Constitution shall only be made at General Meetings and any notices of motion should be given to the Meetings Secretary at least one month prior to the date of the meeting
14. In the event of dissolution of the Association, all liquid assets after debt clearance shall be donated to a registered charity and all other assets (communal shelters, lock-ups, cultivation equipment etc) shall pass to SITC

## ANNEX 1

### Definition of Vulnerable Adults

The following is not an exhaustive list but is provided for the guidance of HRAA members to be read in conjunction with Clause 8.

Vulnerable adult includes any of the following:

An adult,

- receiving a social care service
- receiving a health service
- living in sheltered accommodation
- detained in custody or under a probation order
- requiring assistance in the conduct of his/her affairs
- receiving a service or participating in an activity targeted at older people, people with disabilities or with physical or mental health conditions

ANNEX 2

**Hill Rise Allotment Association Membership Form**

Confirmation of Membership to be completed on joining

**Hill Rise Allotment Association (HRAA)**

Plot number/s:

I ..... (complete in BLOCK CAPITALS)

the undersigned agree to join HRAA as a Full Member in the following category:

Plot holder..... or Cultivator .....  or Associate .....   
 (please tick one option)

and agree to abide by the Constitution of HRAA, and to allow my details to be held on an electronic data base for the purposes of sending out written and/or electronic information relating to the official business of the Association.

Contact details at time of joining :

Postal Address	Tel (1)	Tel (2)
Email Address:		

If you do **NOT** want your contact details to be shared with other members of the Association, please tick  the relevant boxes below:  
 (NOTE: If you are a plot holder, part of your fee goes towards membership of the National Association of Allotment and Leisure Gardeners, who require us to provide the name & address of each member we register with them).

Address  Telephone  Email  Plot number   
 Share with... No one other than the committee  or... No one at all

**Signed** ..... **Dated** .....  
 (Or confirmed by emailing this form to a secretary or committee member)

**Countersigned** ..... **Dated** .....  
 (Countersigned by a member of the HRAA Committee)

**Once this form is completed and signed, please submit to the HRAA Treasurer with the appropriate fee. Email the Treasurer at [treasurer@hraa.org.uk](mailto:treasurer@hraa.org.uk) for address to deliver to. Details of membership and fees can be found at the Association web site at [www.hraa.org.uk](http://www.hraa.org.uk)**