

BARTON UPON HUMBER ALLOTMENT SOCIETY

PRINCIPLES FOR THE GOVERNANCE

1. The name of the Society shall be the Barton upon Humber Allotment Society
2. Object of the Society
 - 2.1 The object of the Society shall be the promotion of horticulture in Barton upon Humber
 - 2.2 In furtherance of this object, but not further or otherwise, the Society shall have the following powers:
 - 2.3 To represent and promote the interest of members
 - 2.4 To preserve the existing allotments
 - 2.5 To manage the allotments in accordance with these Principles
 - 2.6 To own land and other assets on behalf of members
3. Membership
 - 3.1 Any individual over 18 who is resident on the south bank of the Humber and in the immediate area of Barton can be a plot holder and therefore a member.
 - 3.2 Membership is not normally transferable but joint membership is permissible at the discretion of the committee.
 - 3.3 The secretary is required to keep a list of names and addresses of all members and to share the list with other Executive Officers and to make this available to the Management Committee on request
 - 3.4 Membership is terminated by resignation, failure to pay the annual plot rent by the end of January or Notice to quit under the Plot Maintenance Policy.
 - 3.5 All plot holders must have agreed and signed the tenancy agreement
 - 3.6 Full or half plots are let on a 12 month basis ending 31 December at an annual rent determined by the committee and ratified at the AGM. Part year rentals are charged at a quarterly proportionate rate.
 - 3.7 Rent must be paid by 31 January each year. Where payment has not been made by the due date the plot will be considered vacated and written notice will be served giving the plot holder 28 days to clear their possessions
 - 3.8 A bond is payable on acceptance of a plot and will be returned on cessation of tenancy if the plot is left in good order. The amount of the bond shall be set by the committee
 - 3.9 Intention to terminate tenancy should be made in writing to the Secretary 28 days prior to vacation date to allow necessary bond refund and any property and plot transfer to be carried out
 - 3.10 If outgoing and incoming tenants cannot agree on the value of any crops or materials, the site manager/committee will act as arbiters. Any property left on the plot which has not been transferred to the incoming tenant will be deemed to belong to the Society
 - 3.11 Sub letting of plots is not permitted. If a plot is not worked because of illness for example, then the Site Manager should be informed and a view will be taken to allow temporary assistance to be given

4. Trustees

There shall be three Trustees who shall be responsible for:

- 4.1 Holding the Deeds of the Land on behalf of plot holders
- 4.2 Acting as the Appeals Committee in conjunction with the President under the Disputes/Appeals Procedure
- 4.3 Ensuring overall propriety of the Society

Trustees shall hold office until they resign or are replaced at the AGM and at least one must be a plot holder.

5. Annual General Meeting

An Annual General Meeting shall be held in January every year for the following purposes:

- 5.1 Receiving the Management Committee's report of the work of the Society during the preceding year
- 5.2 Receiving a finance report and summary of accounts signed by an independent verifier
- 5.3 Electing Executive Officers, members of the Management Committee and President and Vice Presidents as well as Trustees if required
- 5.4 Any other business of which not less than 7 days notice has been given to all members of which the person presiding at the meeting shall rule is on order
- 5.5 Determining the annual plot rental

Procedures for the Annual General Meeting

- 5.6 Written notice of the AGM must be given to all members by 14 clear days from the date of the notice to the date of the meeting
- 5.7 The Chairperson or in their absence the Vice-Chairperson, shall preside at any AGM
- 5.8 The quorum of the AGM shall consist of no less than 15% of members
- 5.9 Each plot/half plot holder shall have 1 vote. Joint members shall only have 1 vote between them.
- 5.10 Voting shall be by show of hands unless the person presiding at the meeting shall direct that a ballot be taken. In the event of an equality of votes, the person presiding at the meeting shall have a second or casting vote but not to make up a quorum

6. Extraordinary General Meeting

- 6.1 The Management Committee may convene an EGM of the Society at any time and shall do so within four weeks of a written request signed by ten members of the Society
- 6.2 Written notice must be sent to all members not less than 7 days before such a meeting, setting out the date, time, place and purpose of the meeting
- 6.3 No business other than that stated in the Notice shall be transacted
- 6.4 The procedures for quorum and voting used at the AGM shall apply at EGMs

7. Officers of the Society

- 7.1 The officers of the Society shall be the following Executive Officers: chairperson, vice-chairperson, treasurer and secretary who must be members of the Society
- 7.2 The Executive Officers shall be the signatories of the Society's bank accounts(s)
- 7.3 No person may hold more than one office at a time

- 7.4 The Honorary President shall hold office until s/he retires or is removed by a simple majority at an AGM or EGM
 - 7.5 Nominations for the election of Executive Officers may be made in writing to the secretary in advance of the AGM or verbally at the meeting itself. All nominations must be proposed and seconded
 - 7.6 Executive Officers shall hold office until the next AGM when they shall retire but be eligible for re-election
 - 7.7 Should there be more than one nomination for a post, an election will be held at the meeting.
 - 7.8 If a post becomes vacant the Management Committee may fill the vacancy by co-option from the membership
8. Management Committee
- 8.1 The affairs of the Society shall be conducted by the Management Committee of ten consisting of the Executive Officers and six members of the Society elected annually at the AGM
 - 8.2 The Management Committee must abide by and apply the Principles for Governance of the Society and Plot Maintenance Policy as agreed by members at the AGM
 - 8.3 The Management Committee shall have the powers to co-opt any member for specific purposes at it deems fit
 - 8.4 The Management Committee shall appoint one or more of its members as Site Manager(s)
 - 8.5 The Management Committee shall appoint an independent verifier for the accounts
9. The Society's Funds
- 9.1 All monies shall be passed to the Treasurer who shall be responsible for all funds and for keeping accounts
 - 9.2 All cheques drawn on the account shall be signed (or electronic payments authorised) by the Treasurer and any other of the Executive Officers unless they are related, in which case a non- related Executive Officer must be the second signatory.
 - 9.3 The funds of the Society shall be used solely for furthering the Society's objects or only in ways sanctioned by the Management Committee or by an AGM or EGM
10. Alteration of the Principles for Governance
- 10.1 The Principles for Governance may be amended only at an AGM or EGM of the Society if notice of the proposed alteration(s) has been sent to all members no less than 14 days before the meeting
 - 10.2 No amendment (s) shall be made that would have the effect of making the Society undermine or work against the previous objectives of the Society
 - 10.3 An amendment to the Principles for Governance must be passed by a two thirds majority of those present and voting at the meeting
 - 10.4 Alterations to the Plot Maintenance Policy may be made at the discretion of the Management Committee as necessary for ongoing site maintenance but

must be ratified at the next AGM.

11. Dissolution of the Society

- 11.1 The Society may be dissolved by a resolution passed by a two-thirds majority of those present and voting at an EGM convened for the purpose of which 21 days notice shall have been given to all members
- 11.2 The quorum for a dissolution meeting shall be 50% of the members plus 1.
- 11.3 Such a resolution may give instructions for the disposal of any assets of the Society, provided that if any property remains after the satisfaction of all debt and liabilities such property shall not be paid or distributed among members of the Society but all shall be given or transferred to such other institution or institutions in Barton having objects similar to some or all of the objects of the Society. If no such institution or institutions can be identified any remaining assets may be given or transferred to another charitable organisation whose objects will benefit the people of Barton.
- 11.4 Members of the Management Committee remain in office until all the affairs of the Society have been resolved and are responsible for the winding up of the affairs of the Society.

- 12. These Principles for Governance were approved at the AGM on 10 January 2017.