

CONSTITUTION OF THE BARNES HORTICULTURAL AND ALLOTMENT SOCIETY

NAME

The name of the society shall be the Barnes Horticultural and Allotment Society, herein after called “The Society”

The Society's principal concern shall be the well being of the allotments within East Sheen (hereinafter called “the Allotments” all of which are administered by the London Borough of Richmond Upon Thames (hereinafter called “The Borough”) and in particular the interests of the tenants of such allotments (hereinafter called “The Allotment-holders”)

OBJECTS

The Society shall promote the interests of all its members in their horticultural efforts under the auspices of the various allotment acts, and the terms and conditions issued by The Borough.

The Society shall liaise with The Borough's appointed representative on behalf of its members.

The Society shall promote allotment community involvement in the management and development of the allotments through publicity; organisation of social and community events; support for new plot-holders and shall organise a trading shed to supply and sell horticultural products at beneficial prices for Society members.

The Society shall publish a regular newsletter using notice boards, post, email or web-site.

MEMBERSHIP AND SUBSCRIPTIONS

Membership shall be open to anyone interested upon payment of an annual subscription (currently £10) which shall be determined annually at The Society's Annual General Meeting; membership shall not be restricted to the allotment- holders.

ORGANISATION The members shall elect a committee (herein after called “The Committee”) and officers to serve for one year at the Annual General Meeting (AGM) held in June each year. A minimum of three weeks notice shall be given of the date of the AGM. The Committee shall comprise between 8 and 12 members. Retiring committee members shall be eligible for re-election.

The officers shall be Chairman, Secretary, Treasurer, Minutes Secretary, Membership Secretary, Events Organiser, Newsletter editor and Trading Shed Manager. All these posts are honorary. Plot representatives may also attend committee meetings. Additional officers and committee members may be appointed by the committee during its year of office.

A President and honorary Vice Presidents can be appointed at the discretion of the committee.

The affairs of The Society shall be managed by the Committee and its officers. The Committee shall meet at least four times in each operational year. Minutes shall be recorded by the Minutes Secretary. A quorum shall be 6 committee members, voting shall be by a simple show of hands. In the event of a tie the Chairman shall have the casting vote.

The Chairman shall chair Committee meetings, the AGM, and also lead in liaison with the Borough. The Chairman shall prepare and circulate an Annual Report before the Society's AGM. The Chairman or Secretary shall call all meetings and circulate an agenda in advance.

Special meetings may be requisitioned at any time by the Committee of not less than 15 paid up members of The Society. Notice to the Secretary must indicate the purpose of the meeting with the wording of any specific resolutions plus the names of proposers and seconders. Special meetings must be arranged within 21 days of notice and members given 14 days notice.

FINANCE

The Society shall not make a profit. Any funds raised shall be used for the general benefit of all its members.

The Society may hold a cash reserve to pay for any extraordinary costs. The reserve shall be £3000 which shall be subject to annual review by the Committee.

Charitable donations can be made using a portion of the profit raised during "Open" and "Show" days only. Funds raised by membership subscriptions cannot be used for charitable purposes.

The identity of the charity and the proportion to be donated must be discussed and voted for at the AGM.

The Treasurer shall be responsible for overseeing the Society's money, accounts, banking, payment of expenses and any other financial duties. The Treasurer shall present an updated summary financial statement at each committee meeting. The Treasurer shall prepare a Statement of Accounts and Balance Sheet for circulation before the AGM each year.

There shall be two signatories to the Society's bank account, one of whom shall be the Trading Shed Manager and the other shall be appointed by The Committee. Reimbursement for expenditure by members shall only be made by prior agreement with The Chairman and The Committee. Payment will only be made against valid invoices and receipts.

ASSETS

The Society shall keep a list of assets that are owned by The Society.

TRADING SHED

The Society shall operate a trading shed ("The Trading Shed") but only if there is sufficient voluntary support from the members to make its operation viable. This support can be by volunteering for the rota without remuneration and by purchasing goods from The Trading Shed.

The Trading Shed shall be for the benefit of all members of The Society. Any profits generated by The Trading Shed shall be for the Benefit of The Society and shall not be used for charitable purposes.

The Trading Shed Manager shall hold sufficient funds to maintain stock and operate The Trading Shed.

The Trading Shed Manager shall arrange an annual stock take, and, with The Treasurer, present an annual financial trading account to the the Committee before the AGM each year. The approved accounts will be presented at the AGM.

ALTERATIONS TO THE CONSTITUTION

This Constitution may be altered by a resolution passed by not less than thirty of the eligible membership present and voting at the AGM. The notice of the AGM must include notice of the resolution setting out terms of the alteration proposed and the names of the proposer and seconder.

WINDING UP

If for any reason there is insufficient interest and support amongst the members for the Society to continue in being, a Special Meeting shall be called at which the Committee shall propose such winding up. If a decision is taken to wind up The Society a final account shall be taken and any financial surplus shall be distributed to such a charity as the Committee shall nominate.

This constitution was presented and approved at The Society's AGM on 20th June 2015

Chairman: Mrs Alex Clarke.