

West End Allotment Association

Constitution and Rules

1. Introduction

The Association will be known as WEST END ALLOTMENT ASSOCIATION (WEAA) and the following definitions apply:

"The Agreement" The document between the Trustees of the WEAA and Elmbridge Borough Council (EBC) transferring responsibility for the WEAA site to the Association

"AGM Annual General Meeting

"Paid up Member" member who has paid his/her individual membership subscription for the current year

"EBC" Elmbridge Borough Council

2. Objectives

The Objectives of the WEAA are to manage and promote the West End Allotment site to the benefit of its members and to implement self-management of the site in accordance with the Agreement between the EBC and WEAA.

3. Trustees

The Chairman, Secretary and Treasurer shall perform the function of 'Trustees' for the purpose of dealing with the Agreement in matters relating to conformance with the Agreement their decision shall be binding on the WEAA.

4. Membership

- a. All plot holders, on payment of a membership subscription, shall become members of the Association.
- b. On payment of an additional subscription, plot holders may introduce one other person as a non plot holding member of the Association

5. The Committee

- a. The Committee of the Association shall consist of a minimum of five members made up as follows:

Chairman (Trustee)

Hon. Secretary (Trustee)

Hon. Treasurer (Trustee)

Two other members

- b. The Committee shall be elected at the AGM for a period of two years, after which time committee members will be required to offer themselves for re-election.
- c. The Committee may co-opt other members of the Association or request volunteers for specific purposes. These members will not have voting rights on the Committee.
- d. The Committee shall be empowered to enact all the business of the Association, excluding matters relating to the adopted Constitution.
- e. Committee meetings shall have a quorum provided that not less than three committee members are present, and that due notice has been given to members entitled to receive such notice.

6. Meetings

- a. The AGM of the Association shall be held between 1st October and 1st March each year on a date decided by the Committee, subject to two weeks' notice being given to all paid up members
- b. Additional meetings may be called by request to the Secretary with the support of 25% of paid-up members, or at the discretion of the Chairman.

7. Voting

- a. All paid up members of the Association may vote at the AGM.
- b. Only elected members of the Committee may vote at Committee meetings.

8. Duties of the Committee

Duties of the Committee shall include but not be limited to the following:

- a. To maintain a register of plot holders and maintain a waiting list of applications; to assign vacant plots to applicants
- b. To administer the Agreement between the WEAA and EBC so as to ensure compliance by both parties with the terms of the lease.
- c. To determine and collect all rents due and make payment of all sums due from the Association.
- d. To terminate the lease of any plot holder who is in default or who has breached the terms of his/her agreement with the Association.

9. Changes to the Constitution

Changes to the adopted Constitution of the Association may only be made at general meetings of the Association when supported by two thirds of the paid up members attending the meeting.

10. Resignations from the Committee

Should a Trustee resign during his/her elected term, the Committee shall, at its discretion, call a general meeting to elect a replacement or appoint one of its remaining elected members to fill the vacancy.

11. Winding Up

In the event of the Association being disbanded, the Treasurer shall collect all monies due and settle all outstanding debts as far as possible. Any remaining assets shall be realised and the funds disposed of as decided by the Committee.

