



CONSTITUTION OF FORGE FARM ALLOTMENTS ASSOCIATION

The name of the Association will be **Forge Farm Allotments Association**.

Membership of the Association

Members: The named tenant on the tenancy agreement and who has paid the Association fee will be a **member** of the Association and entitled to vote.

The Committee: The committee is made up of the Officers and at least 6 committee members.

Committee members: Members of the Association who have been appointed as committee members via a vote at the AGM or co-opted by the committee.

Officers: Officers of the Committee are the Chairman, Treasurer and Secretary.

Objectives of the Association

The objectives of the Association will be:

- i) To act in, and safeguard, the interests of all plot-holders to promote a community of healthy gardening.
- ii) To co-operate with wider stakeholders for the benefit of all plot holders to ensure good management of the site (according to the Management Agreement with Birmingham City Council).
- iii) To promote sustainability through effective environmental and wildlife stewardship.
- iv) To develop and encourage greater inclusivity and accessibility to Forge Farm allotments.
- v) To uphold and maintain minimum standards of plot cultivation on the site for the benefit of all plot holders.

The Committee

For the purpose of achieving the Association's objectives, a committee shall be elected consisting of a Chairman, Secretary and Treasurer and at least six members.

A tenant is the person who pays rent for a plot of land in their own name. A member is a tenant who pays the Association fee.

- Only **members of the Association** can be committee members.
- Only **members of the Association** are entitled to vote at Association meetings. Votes will be by a show of hands and be one vote per member. Voting via proxy is not permitted.
- A quorum will consist of at least four committee members one of whom must be an Officer.
- Members wishing to be nominated to become committee members shall have been participating tenants for at least the preceding 12 months rental period.
- The Chairman, Secretary and Treasurer will be elected for a term of 3 years by the members of the Association at the AGM. One half of the committee will be elected by the members of the Association at the AGM.
- The Committee has the power to co-opt members to fulfil a vacancy or provide necessary skills or assistance as required. Co-opted Committee members are not permitted to vote in committee meetings.
- The Committee shall meet as often as it deems necessary to transact its business and will give committee members as much notice as possible of meetings. Committee meetings are generally held on the third Saturday of the month.
- All committee and co-opted members will agree to adhere to the FFAA Code of Conduct and non-disclosure agreement upon acceptance of the role.
- A member of the Association may be removed if their actions bring the association into disrepute. Birmingham City Council Allotment rules clauses: 6.8; 6.9; 6.11; 15.1 & 15.2

- The Committee is empowered to open a bank account in the name of the Association with at least 3 signatories on the account – to be agreed by the committee. All cheques require 2 signatories. The Committee is empowered to appoint an examiner to audit the accounts.
- **Removal of Officers.** The members of the Association reserve the right to remove an Officer of the Committee before the end of their term of office. To remove an Officer of the Committee members should table a motion prior to an AGM for the removal of an Officer. The Officer must be given at least 20 days written notice of the intention to remove them. The Officer has the right to respond to the notice and also to address members at the AGM prior to the vote. The removal of the Officer requires a majority to pass.

Annual General Meeting

An annual general meeting must be held at least once a year when at least 28 days' notice will be given. Reports will be presented. Voting will be by a show of hands (one vote per member) with the Chairman having the casting vote. Voting via proxy is not permitted.

The Committee will give notice of an Annual General Meeting by publishing details on the Association's notice boards on the site at least 28 days' in advance of the meeting.

If required a General Meeting may be called by giving every registered member at least 48 hours' notice of such a meeting through the post or email.

Dissolutions of the Association will be agreed at an Emergency General Meeting with 66% majority of members.

These rules were agreed on

Amendments to the constitution may be made in writing to the Secretary at an AGM and amendments passed by a majority. As a matter of courtesy, prior notification to the Committee would be appreciated.