

ALERS ROAD LEISURE GARDENS ASSOCIATION

CONSTITUTION

1. Title

1.1. The Association shall be known as Alers Road Leisure Gardens Association (hereinafter referred to as 'the Association').

2. Objectives

2.1. To provide a leisure gardens amenity by management, administration, maintenance and improvements to the Alers Road site.

2.2. In furtherance of this objective the Association shall have the following powers:

2.2.1. To provide Delegated-Management in accordance with the requirements prescribed by the London Borough of Bexley by way of the licence between the two parties.

2.2.2. To do all such things as may be necessary in furtherance of the above objectives.

3. Membership

3.1. An individual's membership of the Association is automatic on signing a Tenancy Agreement for a plot or plots on the Alers Road site.

3.2. Termination of membership is automatic upon relinquishing all Tenancy Agreements for plots on the site either by the tenant's wish or by a properly enforced eviction by the Committee.

4. Officers

4.1. A Chairman, Deputy Chairman, Secretary, Site Co-ordinator and Treasurer shall be elected at each Annual General Meeting of the Association and shall hold office until the conclusion of the Annual Meeting next after their appointment. They are permitted to stand for re-election. With the exception of the Chairman, a member may hold more than one role.

4.2. The duties of the Chairman, Secretary, Site Co-ordinator and Treasurer shall be as follows:

4.2.1. The Chairman (or Deputy in their absence) shall take the Chair at all meetings of the Association and of its Committee. They will be responsible for the day to day running of the Association in accordance with such instructions as they will have received from an Annual General Meeting of the Association or from the Committee.

4.2.2. The Secretary shall have charge of all documents relating to the current business of the Association. S/he shall keep a register of members with their personal details and plots rented to them. The Secretary shall be responsible for keeping the Minutes of General Meetings of the Association and meetings of the Committee. The Secretary will also be the Associations point of contact with the Council and will be responsible for supplying the Council regular information.

- 4.2.3. The Site Co-ordinator shall be responsible for organising routine and ad-hoc maintenance of the site and its facilities. They shall also be responsible for all aspects of the site's machinery, tools and equipment.
- 4.2.4. The Treasurer shall be responsible for seeing that the financial requirements of the Constitution of the Association and any stipulations required by the Delegated Management Licence between the Association and Bexley Council are adhered to. They will report the state of the Association's funds to the Association's Annual General Meeting and to Committee meetings. They will disburse from the Association's funds in accordance with instructions given by the Committee.
- 4.2.5. No remuneration shall be paid to any person in respect of his/her appointment as an Officer or member of the Executive Committee.

5. Committee

- 5.1 The management of the Association's affairs shall be vested in a Committee which shall consist of:
- 5.1.1 The elected Officers.
- 5.1.2 Other elected Association Members to allow the Committee to comprise of up to 12
- 5.2 Members of the Committee shall be elected annually and shall be eligible for re-election
- 5.3 Casual vacancies may be filled at the discretion of the Committee until the next AGM
- 5.4 Sub-Committee. The Committee shall have power to appoint such sub committees as it considers desirable for specific purposes. A sub-committee may co-opt any person having special knowledge or experience to join that sub-committee. The sub-committee must report back to the Committee. The sub-committee has no executive powers.
- 5.5 Meetings of the Committee shall be held not less than four times a year.
- 5.6 Meetings of any sub-committee shall be held as required.
- 5.7 Not less than fourteen days notice shall be given to all members of the relevant committees.
- 5.8 The quorum at the Committee shall be one third of those entitled to attend or five members, whichever is the larger.

6. Meetings of the Association

- 6.1 Annual General Meeting - The Annual General Meeting shall be held each year within six months from the Association's year end, at such time and place as the Executive Committee may determine.
- 6.1.1 Not less than 30 days notice of the agenda of the Annual General Meeting shall be given to all members. Accompanying the notice there shall be sent a nomination form for the election of officers and members of the Committee.
- 6.1.2 All Association members are entitled to attend the meeting

6.1.3 Not less than three working days before the date of the Annual General Meeting the secretary must receive in writing completed nomination forms for the Officer roles and Committee members. No nominations shall be made without the prior consent of the person concerned. The nomination form must be signed by the nominee and secondee, both of whom must be members of the Association.

6.1.4 The business of the Annual General Meeting shall include:

6.1.4.1 Receiving from the Association's Officers their annual reports

6.1.4.2 Presentation of the previous year's audited accounts of the Association

6.1.4.3 The Accounts being accepted by a majority of the Association members present.

6.1.4.4 The election of the officers and the Committee. In the event of insufficient nominees for all the vacancies, the Chairman may at his discretion accept nominations from the floor.

6.1.4.5 The appointment of Auditors.

6.1.4.6 The consideration of any motions, which must be submitted at least 24 hours prior to the meeting. Motions for debate must be seconded.

6.1.4.7 Any Other Business – Other matters not included on the Meeting's agenda may be raised by any Association member, but the Secretary must be informed prior to the meeting.

6.1.4.8 Voting - Voting for office shall be by ballot. Decisions on motions and other matters shall be by a simple majority on a show of hands or by such other method as the Chairman at his discretion may decide. Every member shall have one vote. In the event of an equality of votes the Chairman shall have a casting vote.

6.1.4.9 Quorum - One fifth of the members entitled to attend the meeting shall constitute a quorum.

6.2 General Meetings - Extraordinary General Meetings may be called whenever the Committee deems the same necessary or shall be called on the receipt in writing of one third of the Association members who shall therein specify the matters to be discussed. A requested meeting shall be called for a date not later than 40 days after receipt to the request. Not less than 30 days notice of an Extraordinary General Meeting and of the business to be transacted shall be given by the secretary to all members.

7. Finance

7.1 Financial year. The financial year of the Association shall end on 31st December.

7.2 The accounts of the Association shall be audited before circulation to the members.

7.3 The Association shall appoint an auditor and may decide the amount of remuneration (if any).

7.4 The Association may accept or raise money for the purpose of the Association's objectives by means of grants from central or local government authorities or other organisations. All monies received shall be applied in furthering all or any of the objects of the Association

8. Alterations to the Constitution

Recommendations to change the Constitution may be submitted by members to the Committee at any time. Suggested recommendations will be considered by the Committee and will be submitted to the London Borough of Bexley with the Committee's recommendations, together with any other changes proposed by the Committee. The London Borough of Bexley reserve the right to approve any proposed changes, prior to consideration by members at the next AGM. Recommendations to change the constitution must be voted at the Annual General Meeting of the Association by no less than two thirds of the members present.

9. Dissolution of the Association and Disposal of assets

If, following consultation between the Committee and the London Borough of Bexley that the Association shall be dissolved, any assets remaining after the satisfaction of all proper debts and liabilities shall be passed to London Borough of Bexley and the Alers Road allotment site will then become under the management of the London Borough of Bexley's Allotment Service.

Signed on behalf of the London Borough of Bexley

Job Title:

Date :

Signed on behalf of Alers Road Leisure Gardens Association

Chairman:

Date: