

CONSTITUTION OF ONE TREE HILL ALLOTMENTS SOCIETY

NAME

1. The name of the Society shall be the One Tree Hill Allotments Society.

OBJECTS

2. The objects of the Society are:
 - a. to encourage the cultivation of allotments on the site at One Tree Hill, Honor Oak Park, London SE23
 - b. to ensure that any part of the site which is not being cultivated, is managed in such a way as not to harm cultivation.
 - c. to encourage gardening in the general area of One Tree Hill.
 - d. to undertake any activity which will help these aims.

MEMBERS

3. The Society shall consist of the following types of members:-
 - a. One special member, being the London Borough of Southwark.
 - b. Full members, comprising everyone who has a valid licence to occupy a plot on the site. Unless otherwise stated, the word "Member" in this document means only these full Members.
 - c. Associate members, comprising those who do not have a plot on site, unless otherwise stated, the word "Associate Member" in this document means only these members. Applications for Associate Membership may be made by:
 - i. Former members of the society who have given up their plots as they are no longer able to work them but wish to retain contact with OTHAS;
 - ii. Individuals who wish to carry out a specific piece of work or project (eg filming or photographic work) on the site, that has been approved by the committee. Associate membership in such circumstances will usually be granted for a short period only, and applications to renew will be considered on an individual basis by the committee.
 - iii. People nominated by plotholders who need help with their plot during temporary periods when they cannot work their plot properly.
 - iv. Associate membership in such circumstances will usually be granted for one year only (September to September), and each year the committee considers applications for renewed associate membership on an individual basis.
4.
 - a. Two people may be joint members if they work a plot jointly. In that case, they shall only have to pay a single joining fee and a single subscription, but shall each be considered full members.
 - b. Similarly, two people may be joint associates if they are members of the same household.
5.
 - a. The rights of full members are as set out in this document.
 - b. The Associates may not be Officers of the Society, nor Committee Members, nor have any vote at General Meetings.

- c. The London Borough of Southwark may not be an Officer or a Committee member of the Society, but may vote at General Meetings.

SUBSCRIPTIONS

6. a. Every Member and Associate Member shall pay rent annually to the Society, payable in advance on the last Thursday of September each year to the Honorary Treasurer.

If a person joins between the 1st July and 28th September in any year, they shall not be required to pay any rent for that period. If they join outside that period, they shall pay the full subscription for the year.

- b. The London Borough of Southwark shall not have to pay any joining fee or annual subscription, but shall be a member of right.
- c. Every member shall do at least 6 hours work every year, for general maintenance and improvement of the site. Records of work done shall be kept by the Committee. If any member does not do this work, and the Committee consider that they are not excused because of illness or other good reason, then they shall cease to be a member:-

ARREARS

7. a. If any member falls one month in arrears with their subscription, without good reason, they shall cease to be a member. The Committee shall consider any such cause as soon as possible, and shall give the person concerned at least two weeks notice, so that they have a chance to explain the situation.
- b. If a plot holder ceases to be a member, they shall automatically be in breach of their license and will be given one months' notice to quit.

OFFICERS

8. The Officers of the Society shall be a Chair, Secretary, and a Treasurer. They shall be elected annually by the members at the Annual General Meeting. If a vacancy occurs during the year, the Committee may choose a member to fill the position until the next AGM.

COMMITTEE

9. The affairs of the Society shall be considered by a Committee of Management. This will consist of the Officers of the Society, and of other members in proportion to the size of the society - as set out in the table below. For all meetings of the committee, no decision shall be valid unless there is a quorum present. The number needed to make up a quorum is set out in the table below.

Number of Members of Society	Number of Committee Members	Number needed for Quorum
Up to 20	Officers only	Two
21 to 30	Officers + 1	Three
31 to 50	Officers + 2	Three
Over 50	Officers + 3	Four

- a. The members of the Committee shall be elected annually by members at the Annual

General meeting.

- b. If a vacancy occurs between AGMs the Committee may choose someone to fill the place until the next AGM.
- c. Any member wanting to take on the role of Chair it is desirable to have at least one term's experience as a member of the Committee. This is to provide any potential new Chair with sufficient experience and knowledge to take on the role in a manner, which will benefit him/herself and the Association.

TRUSTEES

10. For the purposes of entering into legal agreements on behalf of the Society, the Society shall appoint a minimum of two trustees. Trustees shall be invited to every Committee Meeting, whether they are members of the Committee or not, to enable them to fulfil their obligations as Trustees

ANNUAL GENERAL MEETING

11. The Annual General Meeting of the society shall be held on the last Thursday of September each year.

At the AGM the following business will be considered:

- Minutes of the previous AGM.
- Audited accounts for the preceding year.
- Budget for the forthcoming year.
- General report on the past year's activities by Chair.
- Election of Officers.
- Election of Member of Committee.
- Election of Auditors.
- Any Other Business

SPECIAL GENERAL MEETINGS

12. Special General meetings shall be called at the request of the Committee, or if any two members request one. Any such request must state the specific business in writing for which the meeting is called to consider.

CONDUCT OF GENERAL MEETING

13. The Secretary shall give all members and associates at least two weeks notice of the date and agenda of all General Meetings. They shall do this by fixing notices on the site and by any further means which they think appropriate.
No party-political or sectarian discussions are to be raised at any General Meeting.
Each member shall have one vote at meetings. If a member wants someone else to vote on their behalf, they must give that person written notice of their wishes.

FINANCE

14. The Committee shall open an account with a bank or savings institution, in the name of the Society. All money received from any source shall be paid in the account. Any withdrawals or cheques shall need the signatures of two authorised people. There shall be three unrelated people authorised for this, being the Chair, the Secretary and

another member. The Treasurer may not be authorised for this purpose.

Should the Association be wound up for any reason then any funds in the Association's possession should be given to an appropriate, like minded charitable organisation.

The Allotment Association shall be allowed to raise funds for the furtherance of the organisation's aims and objectives and projects benefitting the allotment site and society.

AUDITORS

15. Auditors shall be appointed, who are not members of the Committee, to audit the accounts and to report on them to the AGM. The auditors will be appointed by the AGM and associates as well as members shall be entitled to vote for them. They may be:
Any two members or associates of the Society who are not members of the Committee;
or Any qualified accountant; or
The London Borough of Southwark.

DISCRIMINATION

16. The Society shall not discriminate against any person on the grounds of sex, sexuality, ethnic origin, age or handicap.

LETTINGS

17. The Committee shall decide on all applications for plots on the site. In doing so, they shall follow the policy agreed between the Society and the London Borough of Southwark, as set out in the Agreement between them. The Committee shall maintain waiting lists as specified in that Agreement. All lettings are to be subject to the conditions of licence contained in that Agreement.

New plot holders shall not be issued with a licence upon payment of their Membership and rent to the Society. They shall be subject to a probationary period of 3 months during which time progress with their plot shall be monitored.

A Licence shall be issued upon successful completion of this period. Should the plot holder fail to make reasonable progress with their plot within this period, they shall be given immediate notice to quit and all monies paid to the Society may be refunded in full.

All Plots shall be checked every month (by 4 other Plot holders) to make sure that all Plots are being maintained at all times by the named Plot Holder.

A letter will be sent to any Plot holder whose Plot is not being maintained/worked. The person concerned will be given 2 weeks notice upon receipt of letter so that they have a chance to explain the situation. If the person concerned is found not to have illness or other good reason for not maintaining their plot then they shall no longer be a member of the Society, thus surrendering their Plot.

TERMINATIONS

18. The Committee may terminate the licence of any member who is in breach of

the condition of the licence, or whose conduct is detrimental to the Society and other members. The procedure for doing this is set out in the licence.

PLOT TRANSFERS

19. The society allows plot holders move plots please contact the membership secretary with your requirements. Transfers will only be given under the following circumstances :
- a. The plot holders existing plot must be deemed worked at the last plot inspection.
 - b. The ability to transfer it is dependent upon the availability of plots and the plot holder may have to be put on a wait list. No guarantee is given of the society being able to accommodate every request.
 - c. The decision of the committee is final.

COMMITTEE LIABILITIES

20. The Chair, The Secretary, The Treasurer and members of the Committee shall be entitled to be indemnified out of the assets of the One Tree Hill Allotment Society against any losses or liabilities which may be sustained or incurred in or about the execution of their duties or otherwise in relation thereto, and no Committee member shall be liable for any loss damage or misfortune which may happen to be incurred by the One Tree Hill Allotment Society; Provided always that :

The Chair, The Secretary, The Treasurer and members of the Committee was or were acting for and on behalf of the Society, by and with the advice and express consent of the other Principal officers at the time any such loss, or losses; or liability, or liabilities (as the case might be) was, or were incurred.

Nothing in the foregoing shall entitle The Chair, The Secretary, The Treasurer and Committee member(s) to any Indemnity against loss or liability which arises out of Negligence; out of Fraud; out of Criminal activity or out of any similar activity on the part of The Chair, The Secretary, The Treasurer and Committee member(s).

ITEMS OF THE SOCIETY

21. Items such as treasurer's books / receipts/ bank statements bank books and the like, membership lists, website domain and access these belong to the society irrespective of form they are kept in whether paper or electronic or other. The members responsible for these items must keep them in good order. If the committee after a meeting requests that the member surrender items they must be done so with in 14 days to the chair. Failure to do so will mean the member will then have proceedings as above so that their membership of the society is terminated and action through other processes will be undertaken to recover the items.

RELATIONSHIP WITH COUNCIL

22. The Committee should maintain contact with appropriate Officers of Southwark Council.

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