

SUGDEN ALLOTMENT ASSOCIATION

CONSTITUTION AND RULES

1. The Association shall be known as the Sugden Allotment Association (SAA) and the following definitions apply:

- “The Agreement” - The document agreed between the Trustees of the SAA and Elmbridge Borough Council transferring responsibility for the Sugden Allotment site to the Association.
- “AGM” - Annual General Meeting.
- “Paid up Members” - Those people who have paid their individual membership subscription for the current calendar year.
- “EBC” - Elmbridge Borough Council.

2. Objects

The objects of the SAA are to manage and promote the Sugden Allotment Site to the benefit of the members of the SAA and in accordance with the Agreement between EBC and the SAA.

3. Trustees

The Chairman, Secretary and Treasurer of the SAA, as recorded in the minutes of the most recent AGM, shall perform the function of the Trustees for the purpose of dealing with the Agreement. In matters relating to the conformance with the Agreement their decision shall be binding on the SAA.

4. Membership

All plot holders on site, on payment of the individual member subscription, shall become members of the SAA. Following self-management, the individual member subscription shall be independent of the plot rental.

5. The Committee

5.1 The Committee of the SAA shall comprise seven members as follows:

- Chairman (a Trustee)
- Secretary (a Trustee)
- Treasurer (a Trustee)
- Four paid up members.

5.2 The Committee shall be appointed at the AGM and membership shall be for a period of three years. Two Committee members shall retire each year by rotation but shall be eligible for re-election.

5.3 The Committee may co-opt paid up members for specific purposes as they see fit but such co-opted members shall not have voting rights on the Committee.

5.4 The Committee shall be empowered to enact all business of the SAA on behalf of the members except for any change or amendment to the Constitution and Rules.

5.5 The Committee meeting quorum shall comprise two officers and one Committee member.

6. Meetings

- 6.2** The AGM shall be held between 1st October and 31st December each year subject to two week notice being given to all paid up members.
- 6.3** Additional General Meetings may be called by written request to the Secretary of at least 25% of paid up members, or at the discretion of the Committee.
- 6.4** All paid up members may vote at any general meeting.

7. Duties of the Committee

These shall include but not be limited to:

Maintaining a register of plot holders and a waiting list for plots.

Assigning vacant plots.

Administering the Agreement between EBC and SAA to ensure compliance within the terms of the lease.

To set and collect plot rentals and to make payment of sums owed by the SAA.

To terminate the lease of any plot holder who is in default or who has breached the terms of their Agreement with the SAA.

To authorise site visits in conformance with the terms of the Agreement.

8. Changes to the Constitution and Rules

Changes to the adopted Constitution and Rules of the SAA may only be made at general meetings of the SAA and only when supported by more than 50% of paid up members attending the meeting.

9. Resignation from the Committee

Should a Trustee or Committee Member resign during their term of office the Committee shall take such steps to fill the vacancy until the next general meeting.

10. Winding Up

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