

# Rules of the North Watford Allotment and Garden Society

## 1 May 2024

**Name:** The Society shall be called "The North Watford Allotment and Garden Society".

### **Purpose**

The Society shall promote the participation in Gardening and Allotment Tenancy to members and the wider community. The Society will provide access to the purchase of Horticultural material to Society members only via outlets at Allotment sites that are part of the North Watford Allotment and Garden Society. The Society will promote participation by providing education and support to schools and groups that need specialist support in order to participate. The Society is not responsible for the Management of the Allotment sites.

### **The Objectives**

- To advance the interests of the members by all reasonable means.
- To act as a representative of the members in collective dealings with Watford Borough Council and their agents.
- To promote and support educational work through provision of advice to local schools and other voluntary organisations and groups.
- To support and promote the organisation of exhibitions of Flowers & Produce.
- To provide and promote Trading Huts for the sale of horticultural supplies to the Society's members.
- To advise and support members in tenancy disputes.

### **Officers**

- The Elected Officers of the society shall be: Chairman, General Secretary, Treasurer, Trading Secretary , Membership Secretary and Media Secretary and other ad-hoc members of the committee.
- They shall be appointed by the members at the Annual General Meeting and shall hold office for one year, they shall be eligible for re –election.
- The officers will meet according to a schedule of meetings, with the elected members and representation from allotment sites, the first Week of the month excluding January.

### **Roles and Responsibility of Officers**

#### **Chairman**

- Shall lead and promote the work of the society.
- Shall have an overview of the work of the Officers of the North Watford Allotment and Garden Society.
- Shall ensure that the officers carry out their roles and responsibilities under the direction of the Management Committee and will advise the Management Committee of any concerns with regard to their function.

#### **General Secretary**

- Shall maintain correspondence and report to the committee and members when necessary
- Will take and distribute the minutes of Meetings

#### **Treasurer**

- Shall ensure the all monies received by the society are promptly banked in the appropriate Society's bank account.
- Arrange the Payment of legitimate bills presented to the Society
- Cheques shall be signed by the Treasurer or another authorised Bank Signatory.
- Shall be responsible for keeping accounts of the Society and present a Regular Cash Statement to the Management Committee.
- Shall present accounts to the agreed auditor on request.

#### **Trading Secretary**

- Shall secure best value for goods purchased
- Shall consult the members and Management Committee as to the range of horticultural supplies to be on offer in the trading huts

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- Shall liaise with suppliers and trading huts on delivery arrangements.
- Shall liaise with Treasurer and Management committee on Pricing and Member Discounts
- Shall work with trading huts and Treasurer with regard to stock taking

### Membership Secretary

- Shall create and maintain a list of members of The North Watford Allotment and Garden Society
- Shall support the General Secretary in the event of needing to contact all members.

### Management Committee

- The affairs of the Society shall be under the control of the Officers and Members elected to the Committee
- The elected Management Committee shall control the work of the Officers and have the power to co-opt further members as required.
- Representation from all local allotments sites is encouraged and site supervisors will be invited to attend committee meetings.
- Shall meet the first Week of the month excluding January at a time and venue tbc.
- There shall be 5 elected members of the Management Committee present at each meeting to form a quorum.

### Membership

- Membership shall be open to non-professional gardeners on payment of an annual membership subscription fee of £3.00
- Over 60's membership subscription fee of £2.00.
- Membership subscriptions are due on or before 1<sup>st</sup> January of each year and are valid until 31<sup>st</sup> December of that year.

### Meetings of Members

#### Annual Meeting

- The meeting will be advertised one calendar month in advance with an Agenda to be issued at least a week before the meeting. The notification will be provided to members by email where they have provided an address and posted on Society Noticeboards and in Trading Huts..
- The meeting shall be held on the first Wednesday in May
- The meeting is open to all current members who have paid their subscription fee in the current calendar year..
- The Members shall appoint the Officers and Management Committee.
- The Members shall review and approve any amendment to the rules of the Society.
- The Members will vote to adopt the presented statement of accounts for the prior year.
- A member shall not be elected to Office or the Management in their absence unless they have submitted an apology for non-attendance and has indicated their willingness to stand in writing to the Chairman or General Secretary or Treasurer prior to the day of the meeting.
- The election to office or management will be open to all, regardless of gender, race, ethnicity or disability.

#### Extraordinary Meetings

- An extraordinary meeting may be called at any time by the Committee
- It can also be called by a signed petition of at least 20 members stating the issue to be discussed, the petition being handed to the General Secretary or in their absence another Officer of the Society.
- Seven clear days' notice must be given by the Secretary when calling an Extraordinary General Meeting.
- No other business shall be transacted at the EGM other than that for which the meeting was specifically called.

### Should the Society cease to exist:

- The committee will call an extraordinary meeting for all members to make the decision to close.
- All assets of the Society will then be donated to Local Charities as decided at the EGM.
- The assets of the Society must not be disposed of to the account of an individual or for personal gain.

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## Alteration to the rules

- These rules may only be altered and approved at an Annual General Meeting or an Extraordinary Meeting called for that purpose.
- Notice of the alteration must be distributed with the agenda and made available to members by normal means of Distribution.

## Complaints

- All complaints about a breach of these Rules or the activities of the officers or Management Committee must be made to the General Secretary in writing. In the absence of the General Secretary two other officers should be notified. The Officer(s) receiving the complaint will decide if the complaint should be dealt with at the next scheduled meeting of the Management Committee or a more urgent action is required.
- The Management Committee will investigate complaints and take any necessary action. If the complainant is not happy with the outcome they have the option they can petition for an EGM following the appropriate procedure.
- This Policy outlines the society's process for the permanent or temporary exclusion of members from the activities and benefits of membership.
- Exclusion can occur when a member has;
  - Undertaken actions which are considered to be in conflict with the aims of the Society.
  - Actions that cause physical or reputational damage to the Society.
  - Actions considered discriminatory or insulting to the Allotment Shop Volunteers and other Allotment Shop users and Society Members whilst using the Allotment Shops or the characteristics protected by the Equality Act 2010.
- Complaints will be reviewed by a panel that comprises at least three members of the current committee, a majority verdict is required to proceed with an investigation of the complaint.
- If the panel decides the issue falls within the scope of the policy the member involved will be notified by a letter of recorded delivery to the contact address the society holds on file. The letter will outline the nature of the complaint and the process that will be followed for resolution.
- The member receiving the notification will be offered the opportunity to respond in writing, in person, or via an online meeting, or phone call at an agreed time with the panel within 14 days of the notification letter being delivered. The member may bring someone of their choosing to a meeting for support. Their name and relationship to the member should be notified to the society in advance of the meeting.
- Following the above review the decision of the society will be delivered by registered letter within 14 days.
- If the member wishes to appeal the decision they need to deliver notice to the society Secretary within 21 days of being notified of the decision, giving grounds for their appeal. We will aim to hold this appeal meeting within 2–3 weeks of receiving notification of appeal. Wherever we can reasonably organise this, the appeal meeting will be led by a trustee or Committee member other than the person who led and made decisions relating to earlier disciplinary meetings about this instance of misconduct. The member may bring someone of their choosing to a meeting for support. Their name and relationship to the member should be notified to the society in advance of the meeting.
- Following the above appeal the decision of the society will be delivered by registered letter within 14 days.