



## **HILL HOUSE ALLOTMENTS HAREFIELD CONSTITUTION AND RULES**

### **1. THE HILL HOUSE SITE AND THE ASSOCIATION**

The Hill House site with an area of 1.19 hectares, 2.94 acres is located off Dovedale Close Harefield. The Hill House Allotment Association (referred to as 'the Association') is the organisation of paid-up plot-holders which manages the site with the authority of the Agreement from the London Borough of Hillingdon (the 'Council') dated 31 December 1991.

The Agreement underpins this constitution, along with the Allotment Garden Agreement signed by plot-holders on taking up a plot.

### **2. THE ADDRESS**

The address for general correspondence shall be that of the Secretary. The address for financial matters shall be that of the Treasurer.

### **3. GENDER**

Throughout this document the use of the masculine pronoun 'he', 'his', 'him' shall also refer to the female pronoun 'she', 'hers', 'her'.

### **4. OBJECTIVES**

The objectives of the Association are to:

- a) Manage the site efficiently and effectively, both individual plots and the surrounding hedges, fences and pathways.
- b) Set and collect rents from members and administer expenditure on site-related items,
- c) Publicise the site and the benefits of allotment gardening to encourage the maximum use of the site.
- d) Support local and national allotment initiatives.

### **5. MEMBERSHIP**

Members will be fully paid-up plot-holders, one to each plot and part-plot.

Members may have their membership terminated at the absolute discretion of the Committee for failure to conform to their Allotment Garden Agreement.

## 6. RENTALS

Rentals will be agreed as from 1 January each year at the annual general meeting, and members invoiced. Payment will be made to officers of the Association before the end of February. Non-payment by that date may result in the forfeiture of the plot. Rentals shall not exceed those approved by the Council for other sites within the Borough.

## 7. APPLICATION OF RENTAL INCOME

The income of the Association shall be applied towards the maintenance and furtherance of the objectives of the Association.

## 8. THE COMMITTEE

The management and administration of the Association shall be subject to these rules and shall be vested in a Committee consisting of;

- (a) the Officers
- (b) not less than three and not more than five additional members.

All shall be elected at the annual general meeting. The Committee has the power to co-opt members where necessary.

The quorum for meetings will be two Officers and two other members.

## 9. OFFICERS

The following Officers of the Association shall be elected at the annual general meeting and will hold office until the next annual general meeting when they become eligible for re-election.

- (a) Chairman who shall take the chair at all meetings of the Association. Where the Chairman is unavoidably absent the meeting shall elect a Chairman for that meeting from among those present.
- (b) Treasurer who shall be Accounting Officer and shall, subject to any special directions of the Committee, be responsible for the payment into the Association's account of all monies received by him on behalf of the Association and for the settlement of the Association's liabilities and for the accounting of the Association's finances.

The Treasurer shall prepare for the annual general meeting a statement of accounts for the preceding financial year, and shall produce the bank statements, petty cash book and any other financial documents for the inspection of the Committee and the Scutineer when requested.

The financial year will end on the 31 December.

All outgoing cheques shall be signed by the Officer(s) nominated by the Committee for this purpose and whose name(s) is/are deposited at the bank.

(c) Maintenance Manager shall be responsible for general works to ensure that the site is tidy and secure .

(d) Secretary shall be responsible for all administrative work of the Association.

#### 10. NOMINATIONS

The Officers and members of the Committee on retirement are eligible for re-election. Committee nominations must be proposed and seconded at the annual general meeting.

#### 11. VACANCIES

Any vacancies amongst the Officers and the Committee occurring during the year may be filled or satisfied by the Committee co-opting members. Such appointments shall hold good until the next annual general meeting.

#### 12. SCRUTINEER

A member, not an Officer or a member of the Committee, shall be appointed at the annual general meeting, to scrutinise the annual accounts. He shall be supplied with the draft annual accounts in good time before the annual general meeting.

#### 13. SUB-COMMITTEES AND REPRESENTATIVES

The Committee will authorise the setting up of any sub-committee, and the nominations to external bodies such as the Hillingdon Federation of Allotments and Horticultural Societies.

#### 14. GENERAL MEETINGS

The annual general meeting shall be held no later than 28 February each year. Not less than ten days' notice will be given to members.

An Extraordinary General Meeting may be convened by the direction of the Committee or shall be convened by the Secretary on a written requisition signed by not less than ten paid-up members, stating the purpose for which the meeting is desired. No business other than that for which the meeting is convened shall be taken.



A quorum for general meetings shall be one quarter of those plot-holders who are eligible to vote.

All voting at general meetings shall be by members of the Association in person as defined in section 5. No voting by proxy shall be allowed.

#### 15. INFRINGEMENT OF RULES

All infringements of the rules and regulations shall be dealt with by the Committee in its absolute discretion. Any question arising not covered by these rules shall be dealt with at the discretion of the Committee.

#### 16. ALTERATION OF RULES

The rules set out in this Constitution shall not be added to, amended, or rescinded except at the AGM or an EGM, and then only with the consent of not less than two thirds of the members present and voting at such a meeting.

Proposed amendments to the rules shall be submitted to the Secretary not less than twenty-one days before the date of the meeting at which the proposed amendment shall be considered.

#### 17. DISSOLUTION

Any proposal to dissolve the Association shall be handled as a special item at an EGM or AGM properly constructed. A resolution shall be approved only by the votes of a two-thirds majority of the members present.

The disposal of the assets shall not take place until one full year has elapsed following the General Meeting at which the decision was taken, and shall be decided by a two thirds majority of the members present at the general meeting.

During this year's abeyance all assets of the Association shall be vested in four Trustees who shall be the current Officers of the Association as set out in section 9. Their names shall be supplied to the bank so that they may sign and counter-sign cheques etc.

APPROVED AND ADOPTED BY RESOLUTION OF THE ASSOCIATION AT ITS ANNUAL GENERAL MEETING ON \_\_\_\_\_ AND CERTIFIED BY TWO OFFICERS OF THE ASSOCIATION.

Signed  
Name  
Position  
Date

Signed  
Name  
Position  
Date