

SEAFORD ALLOTMENT AND LEISURE GARDENS SOCIETY

CONSTITUTION

1. NAME

The name of the Society shall be Seaford Allotment and Leisure Gardens Society (SA&LGS).

2 OBJECTIVES

The objectives of the Seaford Allotment and Leisure Gardens Society are:

1. To encourage and improve the standard of gardening on Sutton Drove Allotments, Seaford.
2. To promote the interests of all members in their gardening activities and to take joint action for the benefit of members.
3. To conduct negotiations with Seaford Town Council (STC) for the use of gardening land.
4. To take action to protect members against damage, trespass and thefts.
5. To obtain a supply of seeds and fertilisers on behalf of members.
6. To support any lectures, shows and other social events arranged by the Seaford Allotment and Leisure Gardens Society.
7. To do anything which is conducive to the furtherance of the Society's objectives.

3 ARRANGEMENTS for management of the site.

Seaford Town Council has delegated to Seaford Allotment and Leisure Gardens Society the power to manage the allotment site in accordance with the terms of the agreement signed by both parties on 7th October, 2014. This agreement gives the Society power to make rules for the management of the site, the letting of plots and the preparation and serving of notices to improve or quit tenancies.

4 STRUCTURE OF THE SEAFORD ALLOTMENT AND LEISURE GARDENS SOCIETY

Membership It is compulsory for all plotholders to be members of the Seaford Allotment and Leisure Garden Society.

Subscription Every member shall pay, on entry into the SALGS, an annual subscription. The amount of the annual subscription shall be fixed at the Annual General Meeting and shall be due on 1st January annually. The Committee, in their discretion, may elect persons to membership of the SALGS without payment of any subscription. Such members shall be termed 'Associate Members'. All members of the Seaford and District Horticultural Society qualify to be termed Associate Members and can make purchases at the Distribution Centre on production of the S&DHS membership card.

Annual General Meeting The Annual General Meeting of the SALGS shall be held not later than 31st March of each year on a day to be determined by the Committee, when the Honorary Secretary shall report on the activities of the SA&LGS during the past year, and the Honorary Treasurer shall present a report, together with a Financial Statement and Balance Sheet which have been inspected and signed by the Auditor, and other business shall be transacted.

Officers The Officers of the SALGS shall be members of it and shall be a Chairman, an Honorary Secretary and an Honorary Treasurer. They shall be elected at each Annual General Meeting. They shall be Ex-Officio members of the Committee.

Committee The Management of the SALGS shall be in the hands of a Committee which shall have the power to do all things necessary to carry out the aims and objectives of the SALGS. The Committee may appoint certain of their members to form Sub-Committees for special purposes. Unless otherwise directed by the Committee, the decisions of any Sub-Committee shall not become effective unless confirmed by a meeting of the Committee.

The Honorary Secretary, at the request of the Chairman or any three members of the Committee, or as occasion may

require, shall convene meetings of the Committee by written notice to each member of the Committee, and such notice shall state the purpose for which the meeting is convened.

The Committee shall consist of not more than eight members (excluding three Ex Officio members) who shall be elected at the Annual General Meeting and retire by rotation in groups of two, but shall immediately be eligible for re-election, always provided that such members shall be willing to serve again if re-elected. The Committee may co-opt further members for specific purposes. A Committee member who, without leave of absence, fails to attend three consecutive meetings, shall be deemed to have relinquished his/her appointment as an elected member of the committee. Any vacancy which may exist upon the Committee may be filled by the Chairman co-opting a member who may hold office until the next AGM. A quorum shall be six members (including Ex-Officio members).

Power to convene a Special General Meeting The Committee may, at any time, convene a Special General Meeting of the SALGS and shall do so upon the receipt by the Honorary Secretary of a requisition, in writing, signed by not less than ten members of the SALGS stating the purpose for which such a meeting is required and such a meeting shall be held on a date not later than thirty days from the receipt of such requisition. No business other than that for which the meeting has been convened shall take place at any SGM. At the AGM or any SGM of the SALGS, those present at the time for which the meeting was convened shall form a quorum and the Chairman shall have an additional Casting Vote.

Notice of meetings Not less than 14 days notice in writing shall be given to each member of the AGM and not less than 7 days notice for any other General Meeting. The Notice calling such meeting shall state the purpose for which it is convened.

5 FINANCIAL ARRANGEMENTS

Plot rents The normal rental period for plotholders will run from 1st January to 31st December. Plots which are let during the year may be subject to a pro rata reduction for the first year. No refunds of rent paid will normally be allowed if a plot is given up, or the plotholder evicted, during the year.

The rent for each plot will be based on a standard charge per rod. By the 1st November each year, the Committee will have the duty to review the Society's overall budget taking into account the existing financial position and any anticipated changes for the year ahead. The Committee will be authorised to increase the standard charge by up to 15%, to take effect from 1st January of the year ahead, which will include any allowance in respect of inflation. Any such increase will be reported to the AGM. Any proposed increase above 15% must be approved by the AGM for implementation for the following year (that is, the year after the AGM at which it is agreed).

The rent shall be collected by the Society's Honorary Treasurer and is intended to cover the cost of the mains water supply and other water which may be provided by the Society; general site maintenance (including common areas); the site toilet; insurance; site improvements and the Site Rental Payment due to Seaford Town Council as defined in the Site Management Agreement between the Society and Seaford Town Council.

Key deposit In addition to the annual plot rent, plotholders will be required to lodge a one-off deposit (to be agreed by the Committee) with the Society for each site key they have: that deposit will be returned when the key is given back to the Society.

Outside funding The Committee shall be authorised to seek and apply for grant aid and/or assistance in kind from outside bodies and individuals for the purpose of maintaining and improving the facilities at the site.

Use of funds The funds of the Society shall be devoted solely to furthering the objectives of the Society

Bank account The Committee shall hold a Bank Account in the name of Seaford Allotment and Leisure Gardens Society, and all monies received from any source on behalf of SALGS shall be paid into such account. Cheques shall be signed by any two of the following: The Chairman The Honorary Treasurer The Honorary Secretary.

Records The Honorary Treasurer shall keep the necessary records of all such transactions.

6 LETTING OF PLOTS

The Society shall maintain a waiting list for allotment plots. This list shall be administered by the New Members Officers of the Committee. Such list should clearly show contact details of the applicant, the date of the application, whether the applicant is a new request, a current member requesting an additional plot or a current member requesting a change of plot for extenuating circumstances.

7 ISSUING OF NOICES TO IMPROVE OR TO QUIT

These actions will be taken in the following circumstances and are detailed in the Society Rules:

1. for failure to pay rent
2. for failure to cultivate an allotment plot
3. in respect of any other failure to comply with an allotment plot tenancy agreement
4. for behaviour unacceptable to other plotholders.

8 NATIONAL SOCIETY OF ALLOTMENT AND LEISURE GARDENERS MEMBERSHIP

The Society shall have representative membership of the **National Society of Allotment & Leisure Gardeners Ltd** by the purchase of one 10p share in the name of the Honorary Treasurer of the SALGS and otherwise to be bound thereby.

9 DISSOLUTION

In the event of dissolution, the funds of the SALGS shall be disposed of in accordance with the wishes of a Special General Meeting called for the purpose. Failing a quorum, the Committee shall be empowered so to decide.

10 ALTERATION TO THE CONSTITUTION

This Constitution may be added to or amended by resolution at any Annual or Special General Meeting provided that no such resolution shall be regarded as passed unless it be carried by a majority of a least two thirds of the members present and voting.

11 INTERPRETATION OF THIS CONSTITUTION

The Committee is the sole authority for the interpretation of the Constitution and the decision of the committee shall be final and binding.

12 DISTRIBUTION OF THIS DOCUMENT

Upon joining every member shall receive a copy of this Constitution the Society's Rules and Conditions.