

## **CONSTITUTION: FAIRFIELD ALLOTMENT HOLDERS ASSOCIATION.**

1. The name of the group shall be the FAIRFIELD ALLOTMENT HOLDERS ASSOCIATION.
2. The aim of the F.A.H.A. is to manage the land, according to the lease, provided by the Lancaster City Council.
3. Membership of the F.A.H.A. shall be automatic for each named plot or half-plot holder.
4. Members are entitled to vote at General Meetings and elect a committee and officers to represent them.
5. The committee shall comprise not less than four and no more than twelve. Each committee member has one vote and in the event of a tied vote, the chairperson has two.
6. The committee shall meet not less than four times a year. A formal record of the meetings shall be kept.
7. Officers of the committee shall include chairperson, secretary and treasurer.
8. The secretary and treasurer shall each have up to one full plot rent free.
9. The secretary and treasurer shall each be offered an Honorarium to be agreed at the A.G.M.
10. A quorum for committee meetings shall be four including at least two officers.
11. The committee may co-opt up to three members of the association on to the committee.
12. Co-opted committee members shall not have voting rights.
13. The committee may expel a member from the committee if they give good reason and sufficient notice is given for that member to put their case to the committee.
14. Responsibilities of the committee:
  - To allocate plots
  - To make decisions necessary to facilitate the aims of the association
  - To call general meetings
  - To do any other lawful things
15. The committee has the power in accordance with the rules of the association to terminate the membership of an allotment holder.
16. The A.G.M. will be held on the second Tuesday in February each year (or as soon as possible afterwards). The secretary will give 21 days (written) notice of a general meeting. (Normally on the notice board, agenda and papers will be available from this time). All members are entitled to attend and vote at the meeting. 10 members, or a quarter of the membership, whichever is the smaller, shall be a quorum.

17. The A.G.M. will include reports from the previous year and the nominations and election of the committee and officers to serve until the next A.G.M..
18. A Special General Meeting must be called by the secretary if requested by ten members in writing.
19. A Financial Record of all income and expenditure shall be kept by the treasurer. This should be independently audited before presentation at the A.G.M..
20. A bank account (or bank accounts) in the Association's name will have as signatories the three officers, two of which must sign cheques.
21. Reasonable expenses incurred by committee members in carrying out their duties may be reimbursed.
22. Amendments to the constitution require twenty-one days notice of the proposed amendments sent to all members and a two-thirds majority vote at the A.G.M..
23. Dissolution - A resolution to dissolve the Fairfield Allotment Holders Association requires a minimum of twenty-one days notice of the proposed dissolution sent to all members and a majority vote at a General Meeting.
24. In the event of the dissolution of the association any assets remaining after clearing all debts and liabilities shall be given to a group of a similar type - or if not possible a charitable purpose.
25. A copy of this constitution shall be available to all members.

This constitution was approved by the existing committee of

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and formally adopted at the AGM on:

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