

Winstanley Road Allotment Society (WRAS)

Constitution

1. Name

- 1.1. The name of the society is the Winstanley Road Allotment Society (WRAS) hereafter referred to as 'the Society'.

2. Objective

- 2.1. The objective of the Society is to promote the interests of all members in their gardening activities, and to take joint action for the benefit of members and the Winstanley Road Allotments.

3. Membership of Winstanley Road Allotments Society

- 3.1. Membership shall be open to those persons over the age of 16 years that fulfil either clause 3.2 or 3.3 below.
- 3.2. The Society will make available membership to any person who has entered into an agreement with Trafford Borough Council for the letting of a Winstanley Road Allotment plot.
- 3.3. A person who works a plot with a member will be entitled to associate membership of the Society. An associate member cannot vote at a general meeting save that a member who is not present may authorise one associate member to vote on his/her behalf. For more details see Categories of membership below.
- 3.4. A member of the Society will be entitled to vote at Society meetings. A member who rents more than one plot will not be entitled to more than one vote.
- 3.5. A member shall cease to be a member in any of the following eventualities:
 - 3.5.1. the expulsion of the member
 - 3.5.2. the withdrawal of the member from the Society
 - 3.5.3. the non-payment by the member of any subscription for a period of twelve months
 - 3.5.4. the member no longer lets a Winstanley Road allotment plot.

4. Categories of membership

- 4.1. **Plot holder** – is someone who has a signed contract with Trafford Borough Council for a specific numbered plot at Winstanley Road Allotments (WRA).
 - 4.1.1. Each plot-holder has a vote at the AGM.
 - 4.1.2. Have the opportunity to use the facilities offered by the shop on the WRA site, once they have paid the current annual fee has been paid. This is in addition to the plot-holder annual fee.
 - 4.1.3. Complies with the relevant documentation applying to the specified plot, this will include, the TBC contract, the WRAS constitution, WRAS information leaflet and other notices/advice that the Committee communicates to all plot-holders.

- 4.2. **Associate** – is someone who enters into a formal agreement with the specified plot-holder so that the associate has first refusal on the specified plot should the plot-holder relinquish their contract with TBC.
- 4.2.1. The relevant document is signed off by both the plot-holder and the associate and registered with the WRAS Secretary.
 - 4.2.2. The associate acknowledges and complies with the relevant documentation applying to the specified plot, this will include, the TBC contract, the WRAS constitution, WRAS information leaflet and other notices/advice that the Committee communicates to all plot-holders.
 - 4.2.3. They have no vote at the AGM but can have a proxy vote if the plot-holder agrees.
 - 4.2.4. Have the opportunity to use the facilities offered by the shop on the WRA site, once they have paid the current annual fee has been paid. This is in addition to the plot-holder annual fee.
- 4.3. **Helper** – is someone who provides a plot-holder with their services or resources to manage the plot-holder's contracted plot at WRA or provides help and support to the various amenities on the WRA site, for example, the shop.
- 4.3.1. There is no formal acknowledge by WRAS of this relationship.
 - 4.3.2. They have no vote at the AGM.
 - 4.3.3. Have the opportunity to use the facilities offered by the shop on the WRA site, once they have paid the current annual fee has been paid. This is in addition to the plot-holder annual fee.
- 5. Subscription**
- 5.1. Every plot holder or associate member shall have the opportunity to pay an annual subscription of £5.00 to use the facilities offered by the shop on the WRA site. This fee is renewable on 1st February each year (or such a sum as may be determined by an AGM).
- 6. Officers of the Society**
- 6.1. The Officers of the Society shall be a Chairperson, Secretary and Treasurer. Officers shall be elected at each Annual General Meeting. Retiring Officers shall be eligible to stand again.
- 6.2. Representatives of the Local Authority and other public bodies may be co-opted.
- 7. Powers and Duties of the Committee**
- 7.1. A management committee (the Committee) will conduct the business of the Society. It shall consist of a Chairperson, Treasurer and Secretary, letting officer and three other members. All members of the Committee must be fully paid-up members or associate members of the Society.
- 7.2. All Committee members agree to abide with the Code of Practice as outlined in a separate document entitled *WRAS Code of Practice: April 2024*.
- 7.3. The Committee must retire at the Annual General Meeting and will be eligible for re-election.

- 7.4. The Committee may fill any casual vacancies when necessary and such members will hold office until the next AGM.
- 7.5. A quorum will be at least 3 members.
- 7.6. The Committee will meet preferable monthly, at least eight times a year. Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.
- 7.7. The Committee may delegate tasks to a volunteer member of the Society, but any such delegate will not be a member of the committee.
- 7.8. The Committee will be responsible for:
 - 7.8.1. Collection of Society subscription fees.
 - 7.8.2. Ensuring compliance with the Allotment Rules.
 - 7.8.3. Calling and holding Annual General Meetings (AGMs).
 - 7.8.4. Providing copies of Committee and Annual General Meetings minutes and amendments to the Constitution to the Council's Allotments Officer on request.
 - 7.8.5. Ensuring up to date copies of this Constitution, Code of Practice and Information Leaflet are available for viewing at all reasonable times by any existing or potential tenant and/or visitors to the site.
- 7.9. The Committee may authorise payments for works or materials necessary for the maintenance of the site, subject to obtaining approval at a General Meeting before incurring any major expenditure.

8. Annual General Meetings

- 8.1. The Annual General Meeting will be held annual in April.
- 8.2. A quorum shall be twelve members for Annual General meetings.
- 8.3. Notice of the agenda, time and place of the AGM shall be given to all members by newsletter or other appropriate means at least 14 days before the meeting.
- 8.4. Nominations for the Committee may be made to the Secretary before the meeting, or at the meeting.
- 8.5. The business of the AGM shall be:
 - 8.5.1. To receive reports from the officers including a financial statement and a report of the work of the Society.
 - 8.5.2. To elect a Committee by simple majority of paid-up members voting to serve the membership for the forthcoming year. The Committee shall consist of a Chairperson, Treasurer, Secretary, Letting Officer and up to three other general members.
 - 8.5.3. To ratify the co-option of any member co-opted on to the Committee during the year.
 - 8.5.4. To confirm or otherwise amend the subscription.
 - 8.5.5. To deal with any motion duly proposed and seconded by members, which shall be in writing and received by the Secretary no later than two weeks prior to the AGM.

8.5.6. To deal with any matter arising duly proposed and seconded during the AGM.

8.6. At the time of the Annual General Meeting only fully paid up and associate members shall be eligible to hold office, to be elected to the Committee and to vote, if present.

8.7. Conduct at Annual General Meetings shall be in accordance with the Constitution and code of Practice.

9. Decisions at Committee and Annual General Meetings

9.1. Committee business will be decided by a majority of those present. In the event of a tie, the Chairperson shall have the casting vote.

9.2. At Annual General meetings, resolutions will be passed by a majority of voting members present. In the event of a tie, the Chairperson shall have the casting vote.

9.3. Postal and Proxy votes will not be allowed.

9.4. Conduct at Committee and Annual General Meetings shall be in accordance with the Constitution and Code of Practice.

10. Behaviour and Disciplinary Procedures

10.1. Antisocial behaviour towards other plot holders, site management or property will not be tolerated. This includes but not exclusively: verbal abuse, racist, sexist, or inflammatory remarks, threats, dangerous or violent behaviour and theft or damage to property.

10.2. Where personal safety is at risk, the tenant should contact the police as soon as possible and in the first instance. Theft or damage to property should be reported to the Committee. It is the responsibility of the tenant to report the incident to the police.

10.3. Any member whose conduct (whilst on site or directly associated and affecting Winstanley Road Allotments) is deemed by the Committee to be unacceptable and/or contrary to:

10.3.1. the interests of the Society,

10.3.2. the Equal Opportunities Policy,

10.3.3. the Allotment Rules

shall, in the first instance, be warned in writing that their conduct may result in expulsion and cancellation of their membership.

10.4. The Committee reserves the right to inform Trafford Borough Council of the outcome. Any monies paid by the member will be forfeited.

11. Bank Account

11.1. The Committee shall open a bank account in the name of the Society. The signatories shall be the Treasurer, and one other person.

11.2. All monies raised by or on behalf of the society, shall be paid into the said bank account.

12. Balance Sheets

12.1. The Society shall present a balance sheet at the AGM.

13. Application of Profits

- 13.1. Any profits arising from the general business of the Society and all contributions received shall be used for the accomplishment of the objectives of the Society.

14. Religious and Political Discussions

- 14.1. No sectarian or party-political question shall be introduced at any meeting of the Society, and no action of the Society shall be directed towards the propagation of any religious or party-political doctrines, or the advancement of the interests of any political party or religious body.

15. Constitution and Tenancy Agreement

- 15.1. The regulations within the Trafford Borough Council Tenancy Agreement are designed to enhance the experience of all members of the Society. It is a condition of membership of the Society that these regulations are complied with by all members, that plot holder, Associate and helper.
- 15.2. The Constitution is set by resolution of the members at an Annual General Meeting and must be agreed in writing by Trafford Borough Council.
- 15.3. Every member will be given a copy of the Constitution and the Information Leaflet by the Secretary on becoming a member of the Society.

16. Amendment to the Constitution and Rules

- 16.1. The Constitution and Rules may be varied from time to time by resolution of at least two thirds of the members present at an Annual General Meeting or Special General Meeting and must be agreed in writing by Trafford Borough Council.

17. Conflicts of interest:

- 17.1. All committee members and volunteers of the Winstanley Road Allotment Society (WRAS) will strive to avoid any conflict of interest between the interests of the Society on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

18. Equal Opportunities

- 18.1. The Society recognises that everyone has a contribution to make to our society, and a right to equal treatment. The Society aims to ensure that no-one will be discriminated against by any member on the grounds of age, class, employment status, physical or mental disability or mental health, political belief, race, religion, sex, marital status or caring responsibilities, sexuality, unrelated criminal convictions or any other such characteristic.

19. Termination of the Society.

- 19.1. If the Committee, by a simple majority, decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Society it shall call a Special General Meeting.
- 19.2. If such resolution shall be confirmed by a simple majority of those present and voting at such meeting, the Committee shall have power to dispose of any assets held by or in the

name of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be provided to Trafford Borough Council for the benefit of the Winstanley Road Allotment site or in the case of funds that originated from the National Lottery then these shall be returned to the funding body.

20. Environmental Policy

- 20.1. The Allotment Movement has an important role to play in promoting sustainable lifestyles. Access to healthy food produced locally using environmentally sensitive methods has implications for both the health of individuals and communities and the environment. Allotments also provide valuable pockets of greenspace for individuals and wildlife in urban areas.
- 20.2. In doing the above, the Allotment Movement is supporting a range of national and local initiatives aimed at improving the quality of life and the environment.
- 20.3. Winstanley Road Allotment Society is committed to reducing the impact of its operations on the environment and promoting sustainable allotment practice by:
- 20.4. Encouraging members to undertake a programme of self-help projects aimed at upgrading of their sites and, where practicable, bring vacant and overgrown areas back into sustainable use.
- 20.5. To encourage good management of any wooded areas, support the creation of wildlife havens, ponds, wetland, and bog areas and provide a focal point for the local community interested in their local environment. Encourage biodiversity/'wildlife-friendly' practices on allotment plots through the provision of information and support to plot holders.
- 20.6. Green waste management, recycling, e.g., composting and leaf mould production. Reducing the amount of waste generated by day-to-day running of plots and encouraging and exploring new ways to reduce waste and encourage re-use and recycling on allotments.
- 20.7. Promoting the efficient use of water on allotments by storing water in tanks or water butts, and non-wasteful use of tap water.
- 20.8. To make provision on the allotment site where practical for disabled and older gardeners to be able to pursue their recreational therapy. Work towards wider community access, widening participation for groups who may experience difficulty using conventional plots, e.g., wheelchair users, visually impaired.
- 20.9. To provide access/toilet/storage/community facilities on the site for both disabled and able-bodied gardeners, wherever possible.
- 20.10. 'Responsible' purchasing – sourcing products that minimise environmental impact.

This constitution was approved and adopted by members of the WINSTANLEY ROAD ALLOTMENT SOCIETY

On the 21ST day of APRIL 2024

Signed:

Chairperson:

Secretary:

Treasurer:

J. Miller
J. Beckett - J. Beckett

[Signature]

CWM

L. A. Miller . (CHAIR)