# CONSTITUTION AND RULES

# of

# Witney Allotment Association

**Affiliated to:**

The National Society of Allotment and Leisure Gardeners Ltd
O'Dell House
Hunters Road
Corby
Northamptonshire
NN17 5JE

Adopted 12 April 2026

## NAME, OBJECTS AND POWERS

1. **Name**

The name shall be Witney Allotment Association. (The Association or WAA)

2. **Address**

The official address of the Association shall be that of the current WAA Secretary whose name and contact details are available from Witney Town Hall.

3. **Aim of the Association**

To foster and support allotment gardening in Witney.

4. **Objects**

(a) To manage the allotment sites according to the terms of the Lease provided by Witney Town Council for this purpose.

(b) To promote allotment gardening and maintain a list of those wishing to rent a plot.

(c) To support the provision of allotments to meet demand.

5. **Powers**

The Association shall have full power to do all things necessary or expedient for the accomplishment of its objects. No sectarian or party political questions shall be introduced into any meeting and no action of the Association shall be directed towards the propagation of political or religious doctrine.

## USE OF NAME

6. **Use of Name and Official Communications**

The name shall be mentioned in all business letters of the Association, notices, advertisements, and other official publications of the Association. Also in payments, cheques, and orders for money or goods purporting to be signed by or on behalf of the Association, and in all bills, invoices and receipts of the Association. Official Communications shall normally be received and signed on behalf of the Association by the WAA Secretary or in the absence of the Secretary by a Co-Chair or the Treasurer.

## MEMBERSHIP

7. **Members**

The Association shall consist of tenants on the allotment sites managed on behalf of Witney Town Council by the Association. It may also include other persons as the committee may admit in to Associate membership.

8. **Subscriptions**

Tenants will be automatically entered into membership on the return of their tenancy agreement and payment of their annual rent. Associate members will be required to pay such annual subscription as may be determined by the Annual General Meeting.

9. **Cessation of Membership**

A member shall cease to be a member in the following eventualities:

(a) The termination of the member’s tenancy.

And in the case of an Associate Member:

(b) The member's resignation.

(c) The non-payment of the annual subscription after it has become due.

(d) The expulsion of a member under Rule 10.

10. **Expulsion of members**

A General Meeting may, by a vote of two-thirds of the members present and entitled to vote, expel any member for conduct detrimental to the Association, provided that a notice specifying the conduct for which it is intended to expel, is sent to the member at the address entered in the register of members at least one calendar month prior to the date of the meeting.

**LIST OF MEMBERS**

11. **List of Members**

The Committee of Management shall allocate the keeping of an alphabetical membership list updated annually to one of its members in which shall be entered the following:

(a) Name, address, telephone number and email of member.

(b) Date of joining.

(c) Date of receipt of joining rent/subscription and renewal rent/subscriptions.

Any member may see the entry in respect of themselves recorded in the official list of members and in their own interest must notify any change of address to the Secretary.

**GOVERNANCE AND DAY-TO-DAY MANAGEMENT**

12. Governance of the Association shall be vested in the General Meetings.

13. Day-to-day management shall be delegated to the Committee of Management and two Site Committees.

**COMMITTEE OF MANAGEMENT AND OFFICERS**

14. **Committee of Management**

The Committee of Management must be members of the Association and shall consist of a:

a) Co-Chair (Hailey Road, Newland, Windrush Place)

b) Co-Chair (Lakeside)

c) Co-Secretary (Hailey Road, Newland, Windrush Place)

d) Co-Secretary (Lakeside)

e) Treasurer, who shall be non-voting and shall not count towards a quorum

15. The Members of the Committee of Management, except for the Treasurer, shall form two Site Committees, according to their specified allotment sites, to manage:

a) Hailey Road, Newland and Windrush Place (hereafter referred to as HNW). The Site Committee will include the addition of at least three elected site representatives, being one from each of these allotment sites; and

b) Lakeside. The Site Committee will include the addition of at least three elected site representatives.

16. Any 2 of the Co-Chairs and Co-Secretaries shall act as Trustees of the Association.

17. The Committee of Management will elect one of the Co-Secretaries to be the WAA secretary.

18. **Election**

The Committee of Management will be elected from members of the Association at the Annual General Meeting and will take office at the end of the Annual General Meeting at which elected until the end of the next Annual General Meeting.

a) The Treasurer will be elected by all members of the Association at the Annual General Meeting. A tenant from any allotment site is eligible to stand.

b) Co-Chairs and Co-Secretaries will be elected at the Annual General Meeting by members of the Association from the sites they are to represent. Eligibility to stand is restricted to those who hold a tenancy on the site they are to represent.

c) Site representatives will be elected at the Annual General Meeting by members of the Association from the sites they are to represent. Eligibility to stand is restricted to those who hold a tenancy on the site they are to represent.

19. **Mid-Term Vacancies**

The Site Committees may fill any vacancy arising during the year. The Committee of Management may fill any vacancy for Treasurer arising during the year. Members will be full voting members of the committee to which they are appointed and count towards a quorum.

21. **President**

The Annual General Meeting may elect a President and/or Honorary Life President as may be required. These offices will be honorary and non-voting unless the office holder is a member with normal voting rights.

22. **Co-option**

The Committees may co-opt any member to the Committee to assist in its work. Such co-opted members will be non-voting and not count towards a quorum.

23. **Powers of Committees**

The Committee of Management shall:

a) Oversee the work of the Site Committees

b) Liaise with the Witney Town Council, Website administrator and any other bodies on behalf of the WAA.

c) Oversee central finance and administration.

The Site Committees shall have full power to supervise and manage the day to day work of the Association on their specified allotment sites according to the rules for the purpose of accomplishing its objectives, including fulfilling and enforcing the terms of the tenancy agreement.

24. **Attendances**

Any Committee member, who has failed to attend two consecutive meetings in any year for any reasons unacceptable to the Committee, will cease to be a Committee member.

25. **Removal from Committee**

A Committee may remove any officer or committee member from the Committee by a simple majority following an open discussion of the issues which includes the individual member's opportunity to put his/her point of view. If required the vote may be a secret vote but the voting numbers will be recorded in the minutes.

**MEETINGS OF COMMITTEES**

26 **Frequency of meetings**

The Committee of Management will meet twice a year or more frequently if required by decision of the Committee.

Site Committees will meet quarterly or more frequently if required by decision of the Committee.

27. **Quorum at Committee Meetings**

A quorum for meetings of all Committees shall be 4, or such other number as may be agreed at a General Meeting.

28. **Emergency Actions**

A Co-Chair and a Co-Secretary may take any executive emergency actions required where it is not practicable for the business to be decided upon at a regular or special committee meeting. Details of the action will be reported and recorded at the next meeting of the Committee of Management.

29. **Conduct of Meetings**

Committee of Management meetings shall be chaired by the two Co-Chairs alternately. Every question shall be decided by a majority of votes and if the votes are equal the Co-Chair for that meeting shall have a casting vote in addition to his/her vote as a member.

At all meetings of the Site Committees every question shall be decided by a majority of votes and if the votes are equal the Co-Chair shall have a casting vote in addition to his/her vote as a member. In the absence of the Co-Chair, an acting Co-Chair elected at the committee meeting shall preside for that meeting.

**FINANCE**

30. **Financial Records**

The Treasurer will keep in date order a record of all income and expenditure related to Association's financial transactions. All expenditure must be supported by a supplier's receipt or appropriate voucher which shows: the date of expenditure; the total amount; and the purpose for which payment was made. Receipts for rental income/membership fee will be given, recording the date paid and the name of the member. This receipt will be proof of membership.

31. **Banking**

The Treasurer shall open a cheque book account with a bank or building society in the name of the Association. Payments by cheque shall require any 2 of 5 authorised signatures from the Committee of Management.

32. **Annual Accounts Format**

If no other activity is envisaged a simple Income and Expenditure account and a balance sheet will suffice. In the event of other activities needing to be presented separately (e.g. shows, trading) then a separate simple sub-account will be introduced with agreement of the Committee of Management.

33. **Loans & Borrowing**

Loans, borrowing or other credit arrangements will require a specific decision at a Committee of Management meeting or general meeting before any contractual transaction is entered into.

34. **Reports to Committee**

The Treasurer shall make a verbal report at each meeting on income and expenditure and liabilities up to the Friday before the meeting, and make available at the meeting the most recent bank statement. The Treasurer's verbal financial report shall be recorded in the minutes.

35. **Special Expenditure**

When special projects are considered, they will be costed as far as possible and the Treasurer will advise the Committee on possible ways of funding.

36. **Financial Advice**

Where the Association requires financial advice outside the normal experience, the treasurer shall seek what professional advice is required and advise the Committee.

37. **Presentation of Accounts for Audit**

The Treasurer shall close the annual account on 31st December each year and prepare income and expenditure statements and a balance sheet for presentation to the Honorary Auditor by the 3rd Monday of January.

The audited accounts shall be made available at the Association's Annual General Meeting signed by the Honorary Auditor and Treasurer.

38. **Mid Term Vacancy**

Where for any reason the Treasurer ceases to hold office the Committee of Management will appoint an Acting Treasurer and ask the Honorary Auditor to carry out an interim audit in preparation for the new Treasurer taking up office.

39. **Membership Fee**

The Treasurer shall advise the Annual General Meeting of any changes required in the membership fee for the next rental year and the Annual General Meeting will consider and decide on the membership fee. Any subsequent revision that may be required will be presented at a Special General Meeting.

**AUDITOR**

40. **Appointment of Auditor**

The Honorary Auditor or Auditors shall be appointed at each Annual General Meeting and shall hold office until the close of the following Annual General Meeting.

41. **Qualifications**

The Auditor must not be an officer of the Association or a member of the Committee of Management but otherwise any person, member or not, who has agreed to carry out the duty may be nominated and appointed year-by-year at the Annual General Meeting.

42. **Mid Term Vacancy**

Where for any reason the auditor(s) ceases to hold office the Committee of Management will appoint a replacement auditor as soon as is practicable and record the action in the minutes.

## AUDIT OF ACCOUNTS

43. **Audit Procedure**

The Auditor shall receive the draft accounts, payments, receipts files, bank statements and bank book from the Treasurer by the 3rd Monday in January each year, and will examine them and agree final accounts as an accurate and fair record based on the documents of the Association's financial transactions for the year.

44. **Tax Liability**

The Association's tax position will be addressed with HMRC by the Treasurer and/or Auditor.

45. **Approval of Audit Accounts**

The Annual General Meeting will consider the annual accounts presented by the Treasurer and/or the Auditor. Adoption of the audited accounts will be proposed by a member other than the Treasurer and Auditor. The Auditor may raise at the Annual General Meeting any financial matters which require the attention of the Association.

46. **Availability of Audited Accounts**

Any member has the right to request a copy of the adopted audited accounts from the Secretary who will provide a copy within 2 weeks of the request subject to payment of a sum not to exceed £5.

## GENERAL MEETINGS

47. **Annual General Meeting**

The Annual General Meetings shall be held at such times as the Committee of Management or a General Meeting shall determine as soon as convenient after the audit of accounts is completed.

48. **Special General Meeting**

A Special General Meeting shall be held whenever the Committee of Management thinks expedient or whenever a written request for such a meeting by 15 members is delivered to the WAA Secretary. A Special General Meeting shall be convened by Committee of Management within 6 weeks of receipt of request. Should the Secretary fail to convene the meeting the members signing the requisition may convene such meeting by giving such notice themselves by use of the allotment notice boards.

49. **Notice of General Meeting**

At least fourteen days' notice in writing to be given of every General Meeting by methods deemed appropriate by the Committee of Management which shall include the posting of notices on allotment sites.

50. **Agenda Items**

Agenda items should be notified in writing to the WAA Secretary one week prior to the meeting.

51. **Notices of Motions**

Motion or motions must be notified in writing to the WAA Secretary one week prior to the meeting and signed by the proposer(s) and seconder(s).

52. **Changes in Rules**

Changes in rules must be notified in writing to the Secretary one week prior to the meeting signed by proposer(s) and seconder(s).

53. **Voting at General Meetings**

Every member present at a General Meeting and not otherwise disqualified shall have one vote. Where the votes cast in any matter are equal then the presiding Co-Chair shall have the casting vote in addition to his/her vote as member. Associate Members (who are not allotment tenants) shall not have the right to vote on questions affecting allotment tenant members only.

54. **Presiding Officer at General Meetings**

At all General Meetings a Chair elected at the meeting shall preside.

55. **Quorum at General Meetings**

A quorum at General Meetings shall consist of 10 members or 10% of membership whichever is the lesser.

56. **Discussions at General Meetings**

No political or sectarian issue shall be raised or discussed at General Meetings.

**MEMBERSHIP WITH THE NATIONAL SOCIETY OF ALLOTMENT & LEISURE GARDENERS LTD**

57. **Membership of NSALG**

The adoption of these Rules shall constitute an agreement to apply for one fully paid 10p share in the National Society of Allotment & Leisure Gardeners Ltd and an agreement to pay such annual affiliation fees as maybe prescribed by the rules of the National Society.

**DISPUTE RESOLUTION**

58. **Dispute Resolution**

In the event of any dispute arising between the Association or any of its officers and any member, or between members, an application may be made to the Disputes Panel who shall arbitrate on the Matter. The Disputes Panel shall be elected annually at the AGM from members who are not officers or committee members of the Association. The Panel will then elect a Chair from its members. Not fewer than 3 and not more than 5 members shall be elected to the Panel of whom any 3 shall arbitrate in any individual case. The decision of the Disputes Panel shall be final, and the costs of such arbitration shall be shared between the parties as determined by the Panel. In this rule the word ‘Member’ includes any person aggrieved who has for not more than 6 months ceased to be a member.

**DISSOLUTION OF THE ASSOCIATION**

59. **Dissolution**

The Association may at any time be dissolved by consent of three fourths of the members, testified by their signatures to an instrument of dissolution. Instructions for dissolution will clearly set out what is to happen to any assets and residual cash after payment of expenses. Cash may be lodged with the National Society of Allotment and Leisure Gardeners Ltd and held against any reformation of a successor Association.

## COPIES OF RULES

60. **Copies of Rules**

A copy of this constitution and rules of the Association may be viewed on the Association's website and at Witney Town Hall. A printed copy may also be supplied on request subject to payment of a sum not to exceed £5.

## AMENDMENTS OF RULES

61. **Mode for Amending Rules**

The rules may be amended by resolution of a three fourths majority of those attending a General Meeting called for that purpose.