



Constitution

1. Name

The name of the group shall be **Red House Farm Allotments Society**

2. Purposes (Objects)

The purposes of **Red House Farm Allotments Society** are:

The advancement of education and promotion of physical and mental health and environmental awareness by the provision of facilities for allotment gardening in the interests of social welfare and for the public benefit, with the object of improving the conditions of life of those taking part

3. Area of benefit

Whitley Bay, Monkseaton & surrounding areas

4. Carrying out the purposes

To further the purposes, **Red House Farm Allotments Society** has the power to:

- 4.1 Recruit volunteers and employ and pay staff
- 4.2 Work in partnership with other organisations
- 4.3 Apply funds to carry out the work of the group
- 4.4 Raise funds, receive grants and donations.
- 4.5 Do anything else within the law which promotes or helps to promote the purposes

5. Membership

- 5.1 Membership is open to any individual plot-holder aged 18 or over who agrees with the purposes. Each member has one vote
- 5.2 The committee may set up a (non-voting) youth membership and any other types of (non-voting) membership that they decide
- 5.3 The committee's Secretary must keep an up-to-date list of the members of **Red House Farm Allotments Society**
- 5.4 A member may resign by written notice to the group
- 5.5 If the committee considers that a member's conduct is harmful to the group the committee should ask the member concerned, or someone on behalf of the member concerned, to put his or her case to a committee meeting. If after hearing the member's case the committee decides that the member should leave the group, they may terminate the membership by written notice. That notice is final



6. The Management Committee

- 6.1 The group shall be managed by a committee of not less than four and not more than ten. All committee members must be members of the group
- 6.2 All committee members (including officers) shall serve from the end of the AGM that they were elected at to the end of the next AGM, where they will step down but can put their names forward for re-election
- 6.3 The committee's officers shall include the following; either elected at the AGM or co-opted in the interim period
 - 6.3.1 Chair
 - 6.3.2 Secretary
 - 6.3.3 Treasurer
 - 6.3.4 Any other officers that the committee decides
- 6.4 Any committee member can only fill one position
- 6.5 The committee shall meet a minimum of four times a year, and must keep a formal record of all meetings (minutes)
- 6.6 The quorum for a management committee meeting is four members
- 6.7 Each member has one vote, and if the vote is tied, the chair has a second casting vote
- 6.8 The committee has the power to co-opt up to three members on to the committee to fill vacant places until the next Annual General Meeting. Each co-opted member has one vote. If the position of Chairperson becomes vacant within the term of office, then it should be filled from within the Committee.
- 6.9 The Management Committee may delegate any of their functions to sub-committees consisting of two or more persons appointed by them but at least one member of every sub-committee must be a Management Committee member and all proceedings of sub-committees must be reported promptly to the Management Committee

7. General meetings - Annual (AGM) or Extraordinary (EGM)

- 7.1 The secretary must give 21 days' notice of a general meeting (whether Annual or Extraordinary) to all members
- 7.2 All members are entitled to attend and vote at the meeting
- 7.3 The quorum for a general meeting is 30 members, or a tenth of the membership, whichever is the greater
- 7.4 A formal record of a general meeting shall be kept (minutes)
- 7.5 The annual general meeting (AGM) shall be held in June each year, or as soon as possible afterwards
- 7.6 The AGM will
 - Receive nominations for the chair and other committee members & officers
 - Elect the chair and other committee members & officers
 - Receive a Chair's report of the year's activities
 - Receive the year's annual accounts



- 7.7 The chair and other committee members will be elected on a show of hands of the members (or a secret ballot on request of at least five members) and serve from the end of the AGM to the end of the next AGM
- 7.8 The committee can call an Extraordinary General Meeting (EGM) at any time. If five members request a SGM in writing, the secretary must call one within 21 days of receipt of the application

8. Finance

- 8.1 All funds belonging to or raised for Red House Farm Allotments Society must be used in furthering the objects
- 8.2 The treasurer shall keep an account of all income and expenditure and shall present Annual Accounts at the AGM
- 8.3 An Independent Examiner, who is not a member of the group, shall be appointed to examine the accounts when the group's annual income reaches a threshold recommended by the Charity Commission (£25,000 as at 2023)
- 8.4 There shall be one or more bank or building society accounts in the name of the group. Cheques must be signed by two committee members, who must not be related or live at the same address
- 8.5 Committee members may claim reasonable out-of-pocket expenses on terms approved by the committee. No other payments can be made to members of the group

9. Changes to the constitution

This constitution can only be changed at a general meeting. The secretary must give 21 days' notice of the meeting to all the members, along with details of the proposed changes to the constitution (and the reasons for it), which must not conflict with existing charity law, and advice must be taken from the Charity Commission or a relevant support organisation to ensure this. For the constitution to be changed, over half of the members present at the meeting must agree

10. Dissolution

10.1 **Red House Farm Allotment Society** can only be dissolved at a general meeting. The secretary must give 21 days' notice of the meeting to all the members, along with details of the proposed dissolution. For the group to be dissolved over half of the members present at the meeting must agree.

10.2 If the members agree that the group should be dissolved, any assets remaining after the clearing of all debts and liabilities shall be given to a group or organisation with similar charitable objects, or, if this cannot be done, to any charitable purpose

11. A copy of this constitution shall be provided to all members on joining the group

This constitution was approved at the Annual General Meeting of Red House Farm Allotments Society on 29th June 2024 at Crosskeys Hall, (St Peter's Church), Woodleigh Road, Monkseaton, United Kingdom, NE25 8ET. This constitution supersedes those agreed at previous AGM's on 18th February 2009, 17th February 2016 & 16th March 2022