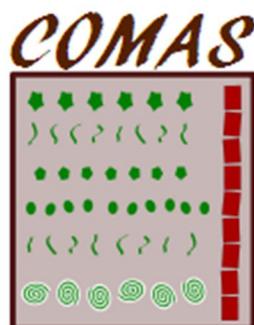


In Partnership with 

Chorlton on Medlock Allotment Society

Constitution

Version 2, March 2017



This constitution is approved and recognised by
Solutions 4 Brunswick (S4B) and partner Contour Homes

1 The name of the Group

- 1.1 The Group will be called 'Chorlton on Medlock Allotment Society'.

2 The Aims and Objectives of the Society

- 2.1 The aims and objective are:
 - 2.1.1 To develop a community group, within the boundaries of the S4B PFI area, which promotes food growing as a productive and healthy activity.
 - 2.1.2 To work together as a community group to grow organic produce for the benefit of group members.
 - 2.1.3 To encourage opportunities for social networking among, but not limited to, the gardening community.
 - 2.1.4 To be used as a resource to help the wider community gain information about food growing.
 - 2.1.5 To help more people learn about the process of growing and eating healthy food.

3 Membership

- 3.1 The Society will be open to all residents living within a local geographical area. Based on the area managed by the S4B PFI consortium, it will extend to the Mancunian Way in the North, the A6 to the East and the A34 to the West. The southern boundary shall encompass all those properties next to the Grove Village PFI, being north-west of Cornbrook Park.
- 3.2 It welcomes any characteristics of people such as race, sex, gender identity, sexual orientation, age, pregnancy or maternity status, marital or relationship status, religion or belief, working pattern, disability, socio-economic status or trade union membership.
- 3.3 All residents within the boundaries mentioned in section 3.1 are automatically members. A mailing list will be maintained of all those members who supply contact details. Every member will receive an equal vote at meetings.

4 Valuing Difference

- 4.1 The Society will always act in accordance with the Symphony Housing Group Equality Statement.
- 4.2 It believes that everyone has the right to fair treatment irrespective of any characteristics of people mentioned in 3.1.
- 4.3 It will promote and celebrate diversity and ensure that no activity it undertakes has a negative impact on any of the characteristics of people mentioned in 3.1.

5 Conduct

- 5.1 Members shall at all times conduct themselves in a reasonable manner at meetings or in the premises used by the organisation. They must not contravene the objectives of the organisation.
- 5.2 Failure to do so can lead to a temporary suspension, or in the worst case, a permanent exclusion from membership.
- 5.3 Such an exclusion would be done on the decision of a majority of those members present any committee or plenary meeting.
- 5.4 Any member may make a proposal in order for it to be voted on by other members, however, it must be seconded or supported by another member.
- 5.5 Before voting takes place on a specific issue, any member may propose an amendment, which before being voted on must also be seconded or supported by another member.
- 5.6 Where any member has a personal interest in any item of business, one is to state that interest, and take no part in the discussion or decision on that item.

6 Finance

- 6.1 All money raised and received on behalf of the Society to be used only to further the aims and objectives of the Society.
- 6.2 There is no fee payable to become a member of COMAS.
- 6.3 The Society has the authority to apply for donations and grants, as well as to run and organise fund raising activities on behalf of COMAS.
- 6.4 The Treasurer shall open a bank or building society account in the name of COMAS.
- 6.5 The Treasurer is to be responsible for COMAS money and shall provide regular reports and balance sheets to the Society.
- 6.6 Money may only be withdrawn from the bank/building society account with Society approval.
- 6.7 The bank account is to require three signatures for withdrawals, not from the same household or related.
- 6.8 Cheque signatories will be nominated by the Society (one of whom is to be the Treasurer).
- 6.9 The Treasurer shall have the accounts audited.

7 Management of the Society

- 7.1 This shall be undertaken by Officers (Committee Members), who are to be elected each year by the membership by show of hands (or ballot if requested by any member) when the Society holds its Annual General Meeting (AGM).

- 7.2 The roles for these Officers must include a separate Chairperson, Secretary and Treasurer. More Officers of the Society may be elected but the Committee will not exceed ten Officers. Officers must be over the age of 18 and not from the same household or related as this would be in direct conflict for the role.
- 7.3 The Officers may also pick representatives to attend meetings with S4B and other organisations.
- 7.4 The Officers has the authority to create sub-committees if required.

8 Management Meetings

- 8.1 Chorlton on Medlock Allotment Society (COMAS) is to meet for a minimum of four times each year for all members and a minimum of eight times a year for the Committee.
- 8.2 Officers may introduce or appoint new members as required.
- 8.3 The Committee shall undertake to carry out the roles given to them at the AGM.
- 8.4 Dates of committee meetings and agendas are to be sent out in advance, giving people at least five days' notice.
- 8.5 Committee meetings are quorate when five Committee members are present.
- 8.6 Minutes are to be kept of all meetings, circulated to Committee members and accessible to all members.

9 Annual General Meeting

- 9.1 There shall be an Annual General Meeting (AGM) held each year, the date and time to be agreed by the Society within 15 months of the last AGM.
- 9.2 This will be a plenary meeting, meaning that all members of the Society are invited.
- 9.3 The Secretary will ensure that Members are notified not less than ten days before the AGM.
- 9.4 Voting by proxy will be permitted at the AGM to enable people unable to attend the meeting to vote.
- 9.5 The AGM will conduct the following business:
 - 9.5.1 Minutes of the previous AGM.
 - 9.5.2 A report by the Society on its work during the past year.
 - 9.5.3 Present a statement of the Annual Accounts (audited).
 - 9.5.4 Election of Society Officers. Nominations for this election are to be made in advance and a list of nominations is to be sent out with the notice of the AGM.

- 9.6 The quorum for the AGM and other plenary meetings shall be not less than ten percent (10%) of membership. If fewer members attend a new meeting must be called.
- 9.7 Nominations for elections at the AGM are to be invited from the membership prior to the notice of the meeting being sent out, although they will be accepted during the course of the AGM.

10 Other Plenary Meetings

- 10.1 Officers will call plenary meetings at regular intervals to keep the membership informed of the business of the Society, to encourage new members and to be open and transparent.
- 10.2 The Secretary will ensure that Members receive due notification at least seven days in advance of the date of the meeting.
- 10.3 A plenary meeting will also be held if notification is submitted to the Officers in writing stating the reasons for calling the meeting.
- 10.4 Usually, the meeting would be called if a quorate (10%) of the membership requested it, although Officers may decide to hold it on the request of a smaller number if they judge the case to be compelling or if they are acting on other information.
- 10.5 The Officers, upon receiving such a request, are to call the meeting within 21 days.

11 Changes to the Constitution

- 11.1 The Constitution can only be amended or altered at an AGM or a Plenary Meeting called specifically to change the Constitution.
- 11.2 Any proposed changes to the Constitution must be submitted to the Secretary 14 days prior to the meeting taking place (and circulated to all members with the notification of the meeting).
- 11.3 Any changes to the existing Constitution must be agreed by a minimum of 75% of the members present at the meeting.

12 Dissolution

- 12.1 COMAS may be dissolved at a plenary meeting called specifically for that purpose and must be advertised some 14 days prior to the special meeting taking place.
- 12.2 Proposals to dissolve the Society shall only take effect if a minimum of 75% of the members present at the meeting agree to the dissolution proposal.
- 12.3 The COMAS membership should then decide on the disposal of any funds, possessions etc. held by the Society, albeit any debts are to be cleared as a matter of priority.
- 12.4 Any remaining funds should be returned to Contour Homes.
- 12.5 Contour Homes reserve the right to no longer recognise the Society, should the Society not act in accordance with this constitution.

Approval of the Constitution

This constitution was agreed and accepted by members meeting in committee.

Chair's signature.....

Secretary's signature.....

Treasurer's signature

Date of approval.....