

BRIDGE ALLOTMENT ASSOCIATION

CONSTITUTION

The Association shall be called the Bridge Allotment Association and each plot holder joining shall be deemed to be a member and to accept and adhere to the rules of the Association issued to them. No person may become a plot holder except as a member of the Association.

Officers of the Association are required to become the Trustees of the Association and will relinquish the position on their retirement from the Officer position. The Association is required to have a maximum of four Trustees at anyone time.

The Association shall be managed by a Committee consisting of a Chair, Vice Chair, Secretary and Treasurer (these are Officers of the Association) and not less than three other members in addition to a representative from Bridge Parish Council. Five members drawn from the above will form a quorum for the transaction of business.

In the event of any vacancy occurring in the Committee during the year the Committee shall have the power to co-opt until the following Annual General Meeting (AGM).

The AGM of the Association will be held not later than 31st April in any year. An Extraordinary General Meeting (EGM) may be called by the Committee or at the request of not less than eight members at fourteen days notice.

For quoracy and voting purposes only one person per paid plot or partial plot are counted – this is applicable for all Committee, AGM and EGM meetings.

The duties of the Committee shall be:-

- For the Trustees of the Association to agree and sign the lease with Bridge Parish Council and tenancy agreements.
- To recommend to the Annual General Meeting the plot fees for the right to occupy plots for the year 1 April to 31 March and such other levies as may be necessary to meet the needs of the Association. The right to occupy a plot shall be effective for the whole or any part of the year commencing 1 April so long as the fee is paid, rules are observed and the Association's tenancy of the allotment site continues.
- To consider and consult in regard to new/amended rules and regulations with members.
- To ensure that plot holders occupy their plots in line with the requirements of the lease and detailed in the rules and regulations.
- To present the statement of accounts to the AGM in each year.
- The ordering of work and/or materials necessary for the day-to-day maintenance and upkeep of the site, in line with the requirements of the lease.
- The management of the Association's business including the allocation of plots, collection of fees, payment of rents and other costs, plot inspections and Association communications.

- The safety of the site in respect of the members and any visitors (invited and or uninvited).
- The training of members in the use of machinery or any other equipment owned by the Association.
- The maximisation of the use of the plots through publicity and the maintenance of the web site. Applications to join the Association are made to the secretary who will administer their allocation of a plot and their joining instructions. The Association does not discriminate in any way as to membership.

The appointed Officers shall undertake their respective duties under the Committee's direction and authority.

Officers of the Committee (Chair, Vice Chair, Treasurer and Secretary) will be elected for a term of three years. Prior to the AGM the secretary will notify all Association members of any forthcoming vacancies and invite nominations for these posts at least three weeks prior to the AGM. At the AGM members will be asked to vote for any nominations which may include those Officers.

All members of the Committee shall be indemnified out of the assets of the Bridge Allotment Association against any losses or liabilities incurred by them in respect of their conduct of their office, provided always that they were acting for and behalf of the Association.

All fees shall be paid by no later than 31st April each year. The Committee shall have the power to take possession, after fourteen days written notice, of a plot for which the fees remain outstanding after the 1st May in any year.

If at any time members at an AGM decide to dissolve the Association, the Committee Members will remain in office and will be responsible for the orderly winding up of the Association's affairs. If on winding up or dissolution of the Association any of its assets remain to be disposed of after its liabilities are satisfied, none of these assets shall be distributed among the Members but should be passed to a similar organisation.

Agreed by the Association at the AGM on Wednesday 10th April 2024.