



## Constitution – Additional Proposed Changes

As part of the preparations for the upcoming AGM and in response to the Draft Agenda – Special Bulletin 59 that was published last week, we have received a further proposal from another Association Member - Lianne Lewis of Plot M35 - for additional proposed changes the Constitution.

These additional proposed changes to the Constitution build on those already proposed and published in Special Bulletin 60 by another Association Member - Brian Hughes of Plot K33.

We published the original proposed changes to the Constitution so that all Association Members had a reasonable amount of time to read these proposed change before the actual AGM. Likewise we are also publishing these additional proposed changes to the Constitution so that again all Association Members will have sufficient time to review these as well before AGM.

We have included the 'Constitution – Additional Proposed Changes' on the following pages.

You can also download a PDF copy of this Special Bulletin 61 along with a PDF of the 'Constitution – Additional Proposed Changes' from our [Website](#) and our [Facebook Group](#) if required.

Many thanks

**Scott Golding - Chair**

[chair@woodley-allotments.org.uk](mailto:chair@woodley-allotments.org.uk)

### Draft Agenda Item for AGM

#### Constitution – Additional Proposed Changes

Proposer: Lianne Lewis – Plot M35

Seconder: Rijk Van De Merwe – Plot M38

I would like to propose changes to the constitution as shown in red on the attached document and as per summary below; (see pages 2 to 6 of this Special Bulletin 61)

# WOODLEY ALLOTMENT TENANTS ASSOCIATION AT READING ROAD SPECIAL BULLETIN – 61

## 1. NAME AND MEMBERSHIP

- a. The Association shall be known as Woodley Allotments Tenants Association hereafter referred to as "The Association"
- b. The Association members shall consist of allotment tenants holding a current and valid tenancy at the Reading Road Allotment site in Woodley

## 2. OBJECTS OF THE ASSOCIATION

- a. To provide by whatever means agreed by the Membership, support for all plot holders and to further the allotment site in ways that will benefit the health and wellbeing of the members and the wider community
- b. To establish and maintain a good working relationship with our landlords, Woodley Town Council (WTC) and to provide support for/to WTC in the day to day management of the allotment site for the benefit of The Association members.
- c. To encourage the management of the allotments in an inclusive, sustainable, organic and wildlife friendly way
- d. To consider the wider community surrounding the allotment site and the ways in which The Association can also benefit this community

## 3. MANAGEMENT COMMITTEE

- a. The Association shall appoint a management committee (hereafter referred to as "The Committee") at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). This shall consist of Chair, Vice Chair, Secretary and Treasurer as office bearers and up to five other elected members from the membership
- b. Committee members shall be appointed for a two-year period and may stand for re-election for a maximum of two consecutive terms (four years in total).
- c. Anybody wishing to stand as a Committee member must submit their names to the Secretary, in writing, together with the names of a Proposer and Seconder, at least 4 weeks before an AGM or EGM.
- d. The committee shall have the powers to manage the affairs of the Association between AGM's and EGM's. The committee shall carry out any instructions given to them by a majority of Members at an AGM or EGM



# WOODLEY ALLOTMENT TENANTS ASSOCIATION AT READING ROAD SPECIAL BULLETIN – 61

## 4. INFORMATION COLLECTION AND SHARING

- a. The Committee will share information directly with members via the onsite notice board, email, the website and via social media platforms to ensure as far as is practicable that all members have access to the same information
- b. The Committee will keep safe any personal data collected directly from members in line with current GDPR legislation, including but not limited to names, plot numbers, email addresses and telephone numbers. This data will be kept for the sole purpose of sharing information with members and will not be shared with persons outside the committee without the member's explicit consent
- c. The committee will download and review CCTV footage from the allotment site for the purposes of crime prevention, security and to enforce safety onsite. This footage may be shared with necessary parties for the purposes outlined.

## 5. SUB-COMMITTEES

- a. The Committee may appoint non-Committee members to form, or be part of, sub-committees to implement specific projects.
- b. Such sub-committees will report to the Committee and act in accordance with any guidelines or instructions given to them by the Committee

## 6. MEETINGS

- a. The Committee shall meet a minimum of four times a year
- b. The AGM shall be held in March of each year, or as soon after that as possible. An EGM may be summoned at the request, in writing, of 25% of members or by a majority vote by the full Committee (office and non-office bearers)
- c. Notice of resolutions, motions or business to be brought forward at an AGM / EGM will be given in writing to the Secretary at least 4 weeks prior to the AGM/EGM
- d. Other relevant business may be discussed at the meeting provided one week's notice in writing has been given to the Secretary. Matters raised for the first time at any meeting may be deferred for later discussion at the discretion of the committee.

# WOODLEY ALLOTMENT TENANTS ASSOCIATION AT READING ROAD SPECIAL BULLETIN – 61

- e. To ensure that the AGM/EGM business is fully completed, any guest speaker invited to address the meeting will do so after the business of the AGM/EGM has been completed.
- f. In exceptional circumstances that prevent the meeting from being held in person the committee may propose that the AGM/EGM be held online to ensure that the meeting is not unduly delayed
- g. Minutes of committee meetings and the AGM / EGM will be emailed, and made otherwise available, to association members within 30 days of the conclusion of the meeting

## 7. RULES AND PROCEDURES AT MEETINGS

- a. Chair: All meetings will be chaired by the committee Chair, or by another member as agreed by those present
- b. Voting: If a member is unable to attend an AGM they can register their vote on resolutions or elections with the secretary in writing at least one week before the AGM/EGM. All votes will be decided by a simple majority of the member's present combined with the votes registered in the absence of members. In the event of a tied vote, the Chair has a casting vote
- c. Quorum: The quorum for Committee meetings is 3 elected members. For AGM's and EGM's it is 20% of the total membership (rounded down). The number of members who had registered votes and viewpoints in lieu of their absence may contribute up to 50% of the membership numbers required for a quorum at an AGM.
- d. In the event a quorum is not achieved all votes being postponed until another meeting can be arranged
- e. Disputes: In the event of a dispute arising during the meeting the chair will have a final say. In the event of any dispute arising over the conduct of a meeting the committee will conduct a review of said meeting
- f. Resolutions: Any members may propose a resolution for discussion at a General Meeting. To ensure that a resolution is discussed, it should be submitted, in writing, to the Secretary, along with the names of the Proposer and Seconder, in time for it to be circulated to the Members 4 weeks in advance of the relevant meeting. Any member may propose a resolution at a General Meeting, but in



# WOODLEY ALLOTMENT TENANTS ASSOCIATION AT READING ROAD SPECIAL BULLETIN – 61

this case, it will be the Chair's decision whether or not it will be put to the meeting.

## 8. FINANCE

- a. All monies raised by the Committee shall be applied to further the objectives of the Association and for no other purpose.
- b. No member of the committee shall normally be paid fees or receive any remuneration other than out of pocket expenses. All expense claims must be approved by the committee
- c. The Treasurer shall keep proper accounts of the finances of the Association and shall pay all monies not immediately required into a bank account in the name of the Association. The funds of the Association shall be held in a bank account operated by two office bearers
- d. The treasurer will prepare a report on the income, expenditure and the final balance of the association funds in each financial year to be presented at the AGM/EGM. The report will be included in the minutes of the meeting

## 9. DISSOLUTION

- a. If the committee or members, by majority by majority, decide at any time that it is necessary or advisable to dissolve the Association, it shall call a meeting of all members of the Association. Notice shall not be less than four weeks, and shall state the terms of the resolution to be proposed.
- b. In the event of a dissolution of the Association, all outstanding debts and liabilities will be cleared. The balance of any assets remaining will go to a charity to be decided by the members. No members of the Association will gain from the dissolution of the Association.

## 10. ALTERATIONS

Proposals to alter this Constitution can only be made as resolutions at an AGM or EGM of the Associations. Alterations will be made as a result of resolutions passed by a simple majority of the member's present combined with any previously collected votes from members unable to attend the meeting in line with 7.b. above. Alterations will not be retrospective.



### Summary of Proposed Changes

Changes to wording throughout for clarification

Significant changes:

- Addition of 1b to define who is a member of the Association
- Amend 2a to delete reference to the Allotments Working Party at Woodley Town Council. To replace the public with wider community. To add mention of health and wellbeing.
- Add 2b to define the relationship with Woodley Town Council
- Add 2d to add further reference to consideration of the wider community as a key focus
- Amend 3b. to change the term for all committee members to two years and to add a limit to the number of consecutive terms a committee member can hold a committee post for
- Add 3c to define the procedure for nominating a committee member
- Add 4a to 4c to define the sharing of information to members. The collection of data and how this will be both used and protected
- Add 5a and 5b to allow for and define the creation of sub committees
- Amend 6b to reduce the percentage of members required to summon an EGM from 51% to 25%
- Amend 6d to define how other relevant or new business may be discussed at a meeting
- Add 6f to allow for the AGM to be held online
- Add 6g to ensure members have access to meeting minutes
- Amend 7b to allow for individuals to vote if they are unable to attend the meeting
- Amend 7c to reduce the quorum required at an AGM and to allow for votes in absence to be used to make up the required quorum
- Add 7d to define what happens in the event a quorum is not achieved
- Add 8d to ensure AGM's include a financial report and that this will be included in the published minutes