

LEEDS & DISTRICT ALLOTMENT GARDENERS FEDERATION RULES & CONSTITUTION 2015

TITLE: The name of the group shall be 'Leeds & District Allotment Gardeners Federation' (referred to as 'The Federation' in this document).

OBJECTIVES:

1. To provide mutual support to member allotment associations and associate members on self-managed sites by providing opportunities to share knowledge and experience of self-management through formal and informal meetings.
2. To support member groups and associate members on council managed sites and where appropriate encourage them to become self-managed by offering information and help to set up a management committee, write a constitution and rules and other policies and procedures.
3. To promote the Federation and the many benefits of the allotment movement by supporting local allotment associations and, when possible, by having a presence at flower and vegetable shows held locally and nationally.
4. To encourage all allotment associations in Leeds to become members of the Federation by advertising the benefits of membership through direct contact with associations and site representatives.
5. To provide good communication between member associations by: Holding a minimum of 4 meetings per year; keeping the Federation website updated; through email, post and other means agreed by the Executive Officers. Social media may also be used.
6. To encourage and support the provision of a range of training opportunities provided by members and members associations or other providers.
7. To support an annual allotment competition in Leeds by setting up a sub-committee to set the criteria and judging arrangements. Selecting and training judges and arranging the Awards Evening with appropriate support from members.
8. To seek funding for promoting the Federation's work by applying for grants, seeking donations and by other fund raising activities.

9. To support through discussion and negotiation the statutory provision of allotments in Leeds (under the various Allotment Acts). Such provision to include retention, expansion and development.
10. Officers of the Federation to represent member associations in consultations and negotiations with LCC and its Officers by attending formal and informal meetings related to the management and future of the allotment service in Leeds.
11. To help facilitate dialogue between member associations and their members regarding allotment issues.

CONSTITUTION AND RULES

1 MEMBERSHIP

- a) Membership shall be open to self-managed allotment associations, allotment groups and individual associate members within Leeds, sharing the objectives of the Federation.
- b) The Federation will have the power to expel any individual, Officer or Association failing to comply with the rules and objectives or behaving in a manner likely to bring discredit to the Federation.
- c) The Federation and its members are committed to policies and actions which ensure that the people it represents are not discriminated against on the basis of disability, race, colour, ethnic origin, religion, age, sexuality or gender.

2 MEMBERSHIP FEES

- a) The Federation's membership year shall be from 1st November to 31st October.
- b) The annual membership fee is paid to the Federation Treasurer. Allotment Associations or Groups pay on behalf of their members. Associate members pay directly to the Federation Treasurer. If fees are not paid by 31st January membership lapses.
- c) Fees shall be recommended at the third Executive Meeting annually for ratification at the AGM (any change to apply from the following November).

3 MANAGEMENT

- a) The Federation shall be managed by an Executive Committee.
- b) The President and Vice President who must be members, shall be trustees and have an advisory role
- c) The Officers of the Federation, who must be members, shall be Chair, Vice-Chair, Secretary, Treasurer, Publicity Officer and Minutes Secretary.
- d) The Officers shall be trustees of the Federation.

The Executive Committee shall consist of the Officers and one representative from each member Association or Group. These will be entitled to vote at all Federation meetings.

- e) The term of office for each of the officers shall be three years; in rotation Vice-Chair and Secretary, Chair, President and Publicity Officer, Vice-President, Treasurer and Minutes Secretary. Retiring officers shall be eligible for re-election. Nominations for vacant officer positions shall be sent to the Secretary at least two weeks before the Annual General Meeting.

- f) All matters at meetings and the AGM or EGMs shall be decided on a majority vote of voting members present, subject to the following:

Associations or groups with	1-39 members	= 1 vote
	40 -79 members	= 2 votes
	80 -119 members	= 3 votes
	120 – 159 members	= 4 votes
	160 – 199 members	= 5 votes
	200 – 239 members	= 6 votes
	240+ members	= 7 votes

Note: It is understood that representatives attending a meeting and voting are representing the views of their site/association. It is the responsibility of each association to decide how this collective view is obtained. In the event of a tied vote the Chair shall have a casting vote.

- g) Other Federation members may attend meetings but may not take part in any vote.

4 FINANCE

- a) The Federation's financial year shall be from 1st January to 31st December.
- b) The income and property of the Federation shall be applied solely towards promotion of the objectives.
- c) The Treasurer shall maintain proper accounts and make a verbal statement at each Meeting. Prepared year-end accounts shall be independently checked by a suitably qualified individual. A certified copy of the accounts shall be available to Federation members at the AGM or an EGM called for this purpose.
- d) A bank account will be held to manage day to day finances and any additional funds should be deposited in a suitable savings account. All such accounts shall be approved by the Executive Committee.
- e) Signatories for these accounts shall be approved by the Executive Committee and shall normally be officers. Payments by cheque shall require two signatures; payments by debit card or online payments shall be authorised in writing by two of the official signatories or by online dual authorisation.
- f) A trustee is entitled to be reimbursed from the funds of the Federation for reasonable expenses properly incurred when acting on behalf of the Federation.
- g) A trustee may benefit from trustee indemnity insurance cover purchased at the Federation's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

5 MEETINGS

Meetings shall be called as detailed below for which the Secretary shall keep proper minutes and records. A quorum for these meetings shall be one third of Executive Committee members. Agendas shall be sent to member Associations, Groups, and other voting members at least fourteen days prior to these meetings.

Executive Committee Meetings:

- a) Four meetings shall be held each year
- b) The Executive Committee shall have the power to appoint delegates to other bodies, to co-opt and to form sub-committees.
- c) Items under 'Any Other Business' are at the Chair's discretion.

Annual General Meetings:

The Annual General Meeting shall be held in January/February, chaired by the current Chair, at which: -

- a) The minutes of the previous Annual General Meeting shall be read and approved.
- b) The Officers due by rotation or otherwise shall be elected - using the proportional voting system as point 3(f).
- c) The independent examiner shall be approved and fee agreed if known.
- d) Reports shall be given by Officers; to include the annual finance report.
- e) The Membership fee for the following November shall be ratified.
- f) Any proposed changes to the Federation objectives, constitution or rules shall be put for adoption.
- g) Trustee's expenses may be approved up to an agreed maximum figure.
- h) Matters not on the agenda under 'Any Other Business' is at the Chair's discretion.

Extra Ordinary General Meeting

- a) The Executive Committee may call an Extra Ordinary General Meeting at any time by giving at least fourteen days written notice to members.
- b) Twelve vote holding members may demand an Extra Ordinary General Meeting by giving the Secretary at least twenty-one days written notice, or twenty-eight days written for rule changes.

6 RULE CHANGES

Any additions or alterations to the Rules of the Federation may only be made by a majority of voting members present at an AGM or EGM.

7 DISSOLUTION

A Resolution to dissolve the Federation shall require a two-thirds voting majority at an Extra Ordinary General Meeting convened for this specific purpose. In the event of the Resolution receiving the necessary support a Dissolution Committee shall be appointed comprising an equal number of officers, representatives of Member Associations and other individual Federation members subject to a maximum overall number of nine to: -

- (a) Return trophies to the donors, their heirs and successors if known.
- (b) Liquidate the affairs of the Federation and if there be any surplus of assets these should be disposed of: -
 - (i) By distribution to Member Associations and Groups, pro-rata to the number of members of each Association when the last payment of fees was made, and to other Associate Members in proportion.
 - and/or (ii) To Gardening Charities
 - and/or (iii) To other beneficiaries considered worthy by the Dissolution Committee, which shall have sole discretion with regard to the full distribution.

8 GENERAL

- a) The Executive Committee may deal with any immediate matter not provided for in these Rules.
- b) The above Rules of the Leeds & District Allotment Gardeners Federation were proposed and accepted at the Annual General Meeting held in January 2015; all previous versions were thereby superseded.