

# **THE CONSTITUTION OF THE ROMFORD SMALLHOLDERS SOCIETY**

55 Pretoria Road, RM7 7AU

## **1 OBJECTIVES OF THE SOCIETY:**

1.1 To let land to its members for the purpose of allotments for cultivation and the quiet enjoyment of the allotment field.

1.2 To promote interest within the local community of allotment gardening.

1.3 To promote gardening opportunities for all persons.

1.4 To supply horticultural commodities to the Society members, by means of a trading store.

1.5 To promote bio-diversity on the allotment site.

## **2 TRUSTEES:**

The Society shall appoint a minimum of two full members to act as Trustees on behalf of the Society in respect of negotiating and signing the Allotment Agreement (Lease). They will jointly carry out any other functions, which the Lease and Society Rules, and The Management Committee, identifies as their responsibility.

## **3 MANAGEMENT COMMITTEE:**

The Management Committee will consist of a maximum of 14 eligible members. A person is eligible for election to the Management Committee if they are a full member of the Society.

## **4 THE OFFICERS OF THE SOCIETY:**

### **4.1 The President**

Function: To take the Chair at Annual General meetings (AGMs) between the resignation of the current Chair and election of the new Chair. Carry out the duties of the Chair in their absence at regular committee meetings if necessary.

### **4.2 The Chair Person**

Function: Ensure the smooth management of the Committee and its meetings and that they are convened lawfully and run-in accordance with the Society's rules. In conjunction with the secretary ensure that the agenda for the

committee meetings is circulated in a timely manner prior to meetings. Is impartial in decision making and only votes in Committee Meetings when the vote is tied.

#### **4.3 The Secretary**

Function: To manage communication from the Management Committee to the membership, external organisations, and other relevant persons. To take and prepare minutes for Management Committee meetings, AGMs and Extraordinary General Meetings (EGMs) and publish those minutes on the Society's website and notice boards. To maintain a spreadsheet with up-to-date information on the waiting list, membership and plot tenancy and present a monthly report to the Management Committee summarising this information. To let plots in accordance with the Lease. To manage the website and regularly review its content ensuring that it is kept up to date and relevant. To ensure that the website, membership records and all correspondence is maintained in accordance with the Data Protection Act.

#### **4.4 The Treasurer**

Function: To receive and bank all income, pay relevant invoices, pay remuneration of necessary expenses, ensure that original financial documents are retained, prepared and presented to the appointed auditors for verification of the annual accounts. To prepare accurate annual audited accounts and present them to the AGM. To issue a current report of income and expenditure and to present that report to the monthly management committee meeting.

Committee Members and Officers shall be elected for two years and be eligible for re-election for a maximum of six consecutive years in one post and ten consecutive years on the committee. In the event of a committee member leaving the Committee another member of the Society may be co-opted to join the Committee until the next AGM.

### **5 MEMBERS OF THE SOCIETY SHALL BE:**

Full members. Are those who rent plots from the Society. Only full members have voting rights at the AGM and EGM. A person who has been a member for more than 20 years, or who is deemed to have made a significant contribution to the society may become a life member and no longer pay a membership fee.

Associate members: A person who pays the annual membership fee but does not rent a plot.



## **6 THE MANAGEMENT COMMITTEE SHALL BE RESPONSIBLE FOR:**

- 6.1 The preservation and/or improvement of the existing allotments, and infrastructure: including buildings, boundary fences, hedges, roadways and water taps etc.
- 6.2 The administration of the site as a whole and the allotments therein, for the benefit of existing and future members
- 6.3 Education of members, preservation of skills, and to provide access to guidance and other information on horticulture.
- 6.4 The management and supervision of the allotment site for the benefit of members of the Society in accordance with Law, the Society's rules and the Allotment Tenancy Agreement with the London Borough of Havering
- 6.5 The protection of the interests of members, particularly their security of tenure in accordance with the law, the Society's Rules and the allotment tenancy agreement (lease).
- 6.6 The fostering of the rights, interests, and responsibilities of its members
- 6.7 The practice of good governance based on fair and reasonable decision making and to follow participatory and non-discriminatory principles.
- 6.8 The financial probity of the Society, via the Treasurer, including: the retention of original documents relating to membership, income and expenditure, the annual audit of the accounts and the presentation of audited accounts to members at the AGM.
- 6.9 To appoint signatories of Society Cheques, (The Treasurer plus at least one other is usual.)

## **7. THE MANAGEMENT COMMITTEE WILL BE EMPOWERED TO DO THINGS, AS REQUIRED, WHICH MAY BE INCIDENTAL TO ITS RESPONSIBILITIES, INCLUDING:**

- 7.1. Carrying out activities in furtherance of the Society's objectives.
- 7.2. The appointment of Trustees to negotiate and agree to the terms of the Allotment Tenancy Agreement (Lease) on behalf of the Society.
- 7.3. The appointment of auditors.
- 7.4 To appoint sub-committees and co-opt members to assist the Management Committee or individual Officers of the Committee in responsibilities or tasks
- 7.5 The effecting of suitable insurance to cover relevant risks

7.6 To manage the purchase, supply, distribution, and preservation of water on the site.

7.7 The purchase, storage, distribution, and sale of horticultural products, including seeds etc. to members.

7.8 To raise funds, apply for and accept grants and donations.

## **8. MEMBERS**

8.1 Will maintain their plot(s) in a condition suitable to its current/intended purpose. Generally suitable for the planting of crops or growing of fruit.

8.2 Will comply with the current rules of the Society which have been passed at an AGM

8.3 Will not obstruct Officers of the Society carrying out the decisions of the Society/Management Committee.

8.4 Will pay rents and relevant charges at times determined by the Management Committee.

8.5 Will act with respect for the rights of other members on site.

## **9 SUPPLEMENTARY DOCUMENTS TO THE CONSTITUTION ARE:**

9.1 The Allotment Agreement to Lease the site between London Borough of Havering and The Romford Smallholders Society

9.2 The Tenancy Agreement.

9.3 The Rules of the Society.

9.4 Privacy Policy

9.5 Plan of the site

**Signed on behalf of the Society:**



Harry Pain  
Trustee & Chair

Date: 17-08-22

David Moore  
Trustee



Date 17/08/22