

# **ELMS FARM ALLOTMENT ASSOCIATION (EFAA)**

## **CONSTITUTION**

**1. Name:** Elms Farm Allotment Association (EFAA)

**2. Aim of Association**

To assist all members in the pursuit of gardening as a recreation and to promote physical and mental health, education and community spirit.

**3. Objectives**

- a) To promote the interests of EFAA plot-holders in their allotment activities
- b) To provide effective management of the site and communal buildings.
- c) To help new allotment holders in whatever way appropriate including introductions to nearby gardeners, help with initial clearing of site etc.
- d) To optimise use of the site through active management and allocation of new plots
- e) To liaise with Stansted Mountfitchet Parish Council (SMPC), other allotment associations and organisations.
- f) To set ground rules (Schedule 1)
- g) To ensure the effective management of all income and expenditure

**4. Subscriptions**

- a) Members will be required to pay an annual subscription determined proposed by the treasurer and agreed at the Annual General Meeting.
- b) On joining the association new members will be expected to sign a tenancy agreement and pay a joining fee which, at the committees discretion, will be refunded on cessation of their membership subject to their plot being left in a reasonable state.

**5. Association Membership:**

- a) The EFAA shall consist of all Elms Farm Allotment holders who have paid rent appropriate to their plot. Members of the Association will be invited to each AGM and eligible to vote.
- b) At each AGM the committee treasurer will present the accounts.
- c) Resolutions for discussion at the AGM should be submitted 7 days in advance of meetings.
- d) All meetings must be conducted in an orderly manner and questions addressed through the Chairman
- e) The committee will hold a list of all allotment holders in which will be entered the following
  - a) Name address and telephone number of member
  - b) Date of joining and leaving
  - c) Date of receipt of joining subscription and renewal subscriptions
  - d) Email address to be used for day to day communications

- f) Any member may see the entry in respect of their detail and in their own interest must notify any changes to the secretary
- g) Governance of the Association shall be vested in the Annual General meetings. Day to day management will be delegated to the committee.

#### **6. Committee Membership:**

- a) The committee will comprise a Chairman, Treasurer, Secretary and at least two other members. A member of Stansted Mountfitchet Parish Council is entitled to sit on the committee as a non-voting member. A quorum will consist of 4 voting members. No business will be transacted if a quorum is not present at each meeting.
- b) The core positions and roles will be re-elected at each AGM by a majority vote. The committee have the power to appoint a member to fill any vacancy that may occur between AGMs.
- c) The Committee shall meet no less than three times a year and all meetings will be minuted. A copy of the minutes will be available to all members.
- d) The committee will provide support and action to promote the environment and the best interests of EFAA members. The group will manage and oversee the use of the communal facilities to ensure their optimal use.
- e) Committee members will be reimbursed reasonable expenses for any activities they undertake on behalf of the committee.

#### **7. Bank Account and finances:**

- a) The Committee shall maintain the EFAA bank account in the name of the Association and all monies received from annual tenancy subscriptions, fundraising, grants or donations shall be paid into that account.
- b) Records and accounts of all transactions shall be kept and maintained by the Treasurer
- c) Cheques to be signed by two signatories.
- d) The committee may authorise payment for maintenance or improvement of the site, subject to the committee approval and where necessary, the landowner.
- e) A financial status report shall be presented by the Treasurer at each committee meeting and an end of year report to the AGM
- f) Where 'special' projects are considered they will be costed as far as possible and the committee will determine the need for professional advice if needed.

#### **8. Communications**

- a) An annual report will be prepared and distributed to plot holders and SMPC in advance of each AGM.
- b) The SMPC will maintain all communication with the landowner.
- c) The EFAA website will be available to plot holders to access information newsletters, announcements, useful links etc
- d) The committee will provide timely communication via email on any changes, improvements, upcoming events.

#### **9. Dissolution**

- a. The Association may at any time be dissolved by a resolution passed by two thirds majority of those meeting . At least 21day's notice will be given to EFAA members beforehand

- b. All monies still held in the bank account of EFAA at the time of dissolution are tied and must be transferred to SMPC for safe keeping and management.

**10. Data Protection**

- a) The committee will collect and keep the following information about the members of the association
- Full name
  - Address
  - Telephone numbers
  - Email address
  - Application form
  - Date member joins and leaves the association
  - Waiting list
  - Payment details
  - Inspection letters
- b) The above information will only be available to the committee and shall not be shared with other members of the association.
- c) Any changes to the information provided by each member shall be notified to the committee as soon as possible. Failure to provide accurate information may lead to a members lease being terminated. In case further contact is required the above information will be kept by the committee for up to 3 years.

**2. Arbitration**

- a) In the case of disputes arising between the EFAA, its officers or members an application should be made in writing to the management committee for redress. Should the committee not bring the parties to agreement the matter in the dispute will be submitted to SMPC Parish Clerk who will act as the final arbitrator.

Signed Chairman 

Signed Secretary 

Signed Treasurer 

Date: 6/1/24