

ELMS FARM ALLOTMENT ASSOCIATION (EFAA)

CONSTITUTION

1. Name: Elms Farm Allotment Association (EFAA)

2. Purpose:

- a) To promote the interests of EFAA plot-holders in their allotment activities and support effective management of the site and communal buildings.
- b) The EFAA will work closely with Stansted Mountfitchet Parish Council (SMPC), and other allotment associations and organisations.
- c) The rules for the allotments are those laid down by SMPC. The Association may submit any request for changes to the standing rules.

Stansted Parish Council will manage the waiting list for plots, site inspections and evictions where necessary, tenancy agreements, rental collection, water supplies and resolve disputes. They will also maintain boundary fences, car park and grass cutting round the site periphery. They will hold contact details of all plot holders and circulate papers from EFAA and other information as required.

3. Association Membership:

- a) Open to 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 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

4. Committee Membership:

- a) The committee will comprise a Chairman, Treasurer, Secretary, a non-voting representative from SMPC and at least three other members. 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 forwarded to SMPC for circulation to the members for information.
- 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.

5. Bank Account and finances:

- a) The Committee shall open and maintain the EFAA bank account in the name of the Association and all monies received from any source on behalf of the Association 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.
- e) A financial status report shall be presented by the Treasurer at each committee meeting and an end of year report to the AGM

6. Dissolution

- a) The Association may at any time be dissolved by a resolution passed by two thirds majority of those meeting . At least 21 days 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.

Signed Chairman

Signed Secretary

Signed Treasurer

Date: