

THE CONSTITUTION OF THE HILLINGDON ALLOTMENT & HORTICULTURAL FEDERATION

1. AIMS

- 1.1 To promote the use of allotments in Hillingdon primarily for the growing of fresh vegetables, flowers and fruit, but also as leisure or wildlife areas where sanctioned and appropriate.
- 1.2 To work in partnership with the Local Authority in preserving adequate levels of allotment provision and promoting best practice in the promotion, management, upkeep and cultivation of allotments.
- 1.3 To represent the interest of its members to the Local Authority, and, where feasible, to any government or non-government organisation promoting allotment usage.
- 1.4 To cooperate with other Horticultural Societies in Hillingdon and, wherever practical, organisations supporting good horticultural environmental and health practices.
- 1.5 To encourage representatives from all sites in the borough to make their sites needs known to The Federation and encourage them to play an active role in the work of The Federation.
- 1.6 To offer advice to actual or intending allotment holders.

2. MEMBERSHIP

- 2.1 Membership is open to every allotment site managed by the London Borough of Hillingdon, and from sites managed under Scheme A or Scheme B. Member sites may nominate a site representative to attend general meetings and receive agenda, consultation papers and minutes.
- 2.2 Individual Membership shall be available to other persons with an interest in allotments. They may or may not be a current allotment holder.
- 2.3 Other organisations and Horticultural Societies may affiliate to the Federation by invitation or request.

3. FEES

- 3.1 Fees shall be paid annually, be due on the 1st January, and be subject to review at the Annual General Meeting.

Sites of less than 50 plots	£5 per annum
Sites of 50 plots or more	£10
Individual members	£2
Affiliated organisations	£10

4. APPLICATION OF FUNDS

- 4.1 Subject to the need to retain cash in hand, all income from whatever source shall be invested in an account held by The Federation and applied in pursuit of its aims.

5. ADMINISTRATIVE ARRANGEMENTS

5.1 Administration of The Federation shall be subject to the constitution and governed by a committee elected annually and comprising:-

- A Chairman
- A Vice Chairman
- A Secretary
- A Treasurer

The above members are to be known as the Officers of the Federation.

- Five members who are not officers of the Federation but who may, from time to time, be assigned particular responsibilities on behalf of the committee.

5.2 The committee shall be accountable to the membership at General Meetings, one of which shall be designated the Annual General Meeting, and at any Extraordinary General Meeting that may be called in conformity with the constitution.

5.3 Committee meetings shall be convened quarterly or more frequently when needed, and may appoint sub-committees to carry out detailed work and report to the committee.

5.4 Non-members of the Federation and members not on the committee may be co-opted to the committee or its sub-committees for specific purposes, or invited to attend committee meetings as participants or observers, but may not vote on issues before the committee.

5.5 A quorum will consist of five members at committee meetings and five committee members plus three ordinary members at General Meetings.

5.6 General Meetings should be held quarterly or more frequently, alternating with committee meetings, and be open to all members and any non-members invited by the officers.

5.6.1 Member sites shall be entitled to send one representative to General Meetings with powers to speak and vote. Committee members are also entitled to speak and vote.

5.6.2 Individual members and representatives of affiliated organisations may attend and speak but not vote.

5.6.3 In the event of a tied vote the Chairman may exercise a casting vote.

5.7 Annual General Meetings

5.7.1 The meeting shall be held no later than the 30th November each year and not less than 28 days notice shall be given by the Secretary who will include the Agenda.

5.7.2 The business shall include the following.

1. Adoption of previous year's minutes.
2. Chairman's Annual Report.
3. Secretary's Annual Report.
4. Treasurer's Annual Report and Statement of Accounts for the previous financial year.
5. Review of Annual Fees.
6. Election of the Officers.
7. Election of five other members to The Committee.
8. Appointment of an Independent Financial Examiner.
9. Any Other business.

5.7.3 Nominations for the committee must show a Proposer and Seconder and should be received by the Secretary in writing not less than 14 days before the meeting.

5.8 Extraordinary General Meetings

5.8.1 An extraordinary general meeting of The Federation shall be held on written request to the Secretary by one of the following:-

- A. The Chairman
- B. Three Officers of the Federation
- C. Six or more members entitled to vote at General Meetings none of whom is an Officer of the Federation.

5.8.2 The Secretary shall give not less than 7 days notice to members of such a meeting together with details of the matter to be discussed. No other business to be transacted.

6. AMENDMENTS TO CONSTITUTION

6.1 Proposals to amend the Constitution must be submitted to an Annual General Meeting or to an Extraordinary General Meeting summoned for this purpose, and agreed by a majority of members present and entitled to vote.

7. DISCRETIONARY POWERS OF THE OFFICERS

7.1 All infringements of the Constitution shall be dealt with and brought to the attention of members at the next General Meeting. Any matter of doubtful interpretation, or not dealt with in the constitution, should be dealt with by the committee.

7.2 Any business that requires urgent attention but is of general interest to members, shall be dealt with by the Chairman or Vice Chairman with the endorsement of two other officers, and reported to the first available General Meeting or committee meeting, whichever is the sooner.

8. DISSOLUTION

8.1 In the event Of the Federation deciding to dissolve, the disposal of the assets shall be decided by a two thirds majority of those present and voting at an Extraordinary General Meeting specifically called and convened for that purpose.

9.COMING INTO FORCE

9.1 Once adopted, this Constitution supercedes and renders invalid all previous constitutions of the Hillingdon Allotment and Horticultural Federation.

Adopted AGM 10th November 2004