



## Updated Constitution 2021

### Name

Hundon Allotment Tenants' Association, abbreviated as HATA

### Background

The Rogeron Trust owns the allotment field and was concerned that the costs incurred in managing the field reduced the funds they could make available for its charitable causes. In an effort to increase its income from the allotments and reduce the administrative burden the Rogeron Trust handed over responsibility for managing the allotments to HATA in July 2020. In the autumn of 2020, HATA were given permission to establish a wildflower meadow and a small community orchard. In July 2021 the Trust accepted HATA's proposed management plan and in autumn 2021 HATA takes over the management and costs of the whole allotment field.

### Aims

- To promote and protect the interests of the allotment holders
- To manage and improve the allotment field to maximise wildlife diversity and its recreational, health and educational value to the community

### Membership

All allotment holders are voting members. Allotment fees will be set annually by the HATA committee.

### Committee and Officers

The management committee can comprise allotment holders and interested members of the Hundon community. Committee members (between 7 and 12) will be elected annually at the AGM, but additional members can be co-opted at any time. Volunteers with valuable expertise may be co-opted to support the committee.

Specific roles on the committee will include:

- Chair
- Secretary
- Treasurer
- Maintenance co-ordinator
- Parish Council liaison
- Rogeron Trust liaison

Additional roles will be added or removed as required. Officers will be appointed to roles at the first committee meeting after the AGM.

## Meetings

### **Annual General Meeting**

This will be held once every calendar year and will be open to all allotment holders and interested members of the Hundon community (although only allotment holders can vote.)

The AGM will include, at a minimum:

- Update on activities over the past year and plans for the next
- Treasurer's report
- Nomination and election of committee members

### **Special General Meeting**

A SGM will be called if required to discuss an important matter that should be discussed by all members. They can be called by the Committee or requested by members.

### ***AGM/SGM procedure***

The AGM will be publicised a month in advance (and any SGM will be publicised at least 14 days in advance.) Any member who has given HATA their email address will be emailed. Details will be put in the Hundon Herald and on the notice boards on the field and village hall and in the HATA Facebook group.

The AGM and any SGM will be facilitated by the HATA Chair. Minutes will be taken and published in the following Hundon Herald. Any issues arising at these meetings that can not immediately be resolved, will be discussed at the next committee meeting.

### **Committee meetings**

Committee meetings will be held regularly and as required. Allotment members and members of the public who wish to attend a meeting will be invited to do so.

Agendas will be drafted by the Chair and Secretary, but all committee members can suggest items for inclusion. Minutes will be taken of all meetings and confirmed as accurate at the beginning of the next. Minutes are available to allotment holders on request.

Decisions will be made by discussion and consensus. If this is not possible, an issue will be settled by a simple majority vote with the Chair having an additional casting vote if required.

## Finances

- A bank account will be maintained on behalf of the group at a bank agreed by the committee
- The treasurer, chair and secretary will be signatories to the account and will be authorised for online banking activities
- Each transaction will require one signatory, but all significant and non-standard expenditure must be agreed by the committee in advance.
- Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting
- An annual statement of accounts will be presented to the Annual General Meeting
- All money raised by the Association will be spent solely to support the aims laid out in the constitution

## Changes to the Constitution

These can be proposed by the committee or members and discussed by the committee. If agreed, the proposed amendments will be put to a vote at the AGM or an SGM as appropriate. Voting will require a simple majority of allotment holders.

## Dissolution

Should the HATA committee at any time decide to close the group down or reduce its responsibilities with regard to the allotment field, this proposal will be discussed with the Rogeron Trust and the Parish Council with a view to reaching consensus on a solution.

If this proves impossible, the decision will be taken by members by a simple majority vote at a SGM.

Any assets that are no longer required by HATA will be donated to the Rogeron Trust and/or the Parish Council as agreed.

This Constitution was adopted by unanimous vote at the HATA AGM on 20<sup>th</sup> September 2021

Signed:

Chair

Signed:

Secretary