

## **Cottonmill and Nunnery Allotment Association Constitution - 12th November 1994**

The following Constitution was adopted at the inaugural General Meeting of COTTONMILL ALLOTMENT ASSOCIATION, held on Saturday, 12th November, 1994.

Amendments agreed at CNAA 2014 Annual General Meeting, held on 11th May 2014

Amendment to clause 4 agreed at CNAA 2017 Annual General Meeting on 9<sup>th</sup> April 2017.

Amendment to Clause 1 agreed at CNAA 2020 Annual General Meeting on 3rd November 2020.

### **Title:**

The name of the organisation is the “Cottonmill and Nunnery Allotment Association”, hereinafter called “the Association”.

### **1. Objectives:**

- a. To co-ordinate a joint / common approach to problems at the allotment sites within the association: Cottonmill, Nunnery and Sopwell Mill.
- b. To benefit from bulk seed / fertiliser purchase schemes as a group enterprise
- c. To encourage Members to keep plots tidy & well maintained.
- d. To have periodic meetings with the Local Authority landlord, with the objective of improving facilities onsite.
- e. To conserve and build on the already good relations that exist between tenants.
- f. Whilst CNAA will endeavour to provide informal advice in the event of disputes between plot holders, responsibility for adjudicating on such matters and determining appropriate action resides with the Local Authority as landlord.

### **2. Membership**

The Members of the Association shall be those persons who pay subscriptions at the then current rate or rates as shall be determined by the Committee. Subscriptions will be non-refundable and payable in advance.

### **3. Committee**

The management of the Association shall be undertaken by a Committee comprising a Chairperson, Secretary, Treasurer and other elected persons. In the event of the Committee strength falling below five (5) persons in number, the Committee shall have the power of CO-OPTION, in order to increase their number to a minimum of five persons. A QUORUM shall comprise three (3) Committee Members.

Prospective Members of the Association Committee shall be put forward for election from the Associations Membership by a Proposer and Seconder at an Annual General Meeting. Members willing to stand for election shall then be elected by a simple majority by the Association Membership at the said General Meeting. They may hold office for a period of three years, after which they must resign, but are eligible for re-election.

In the event of a position or positions on the Committee not being filled by the above process, the Association shall continue to operate with the positions vacant until filled at a subsequent Annual General Meeting, an Extraordinary General Meeting or through co-option.

A Member of the Committee whose performance is deemed unsatisfactory for any reason may be requested to resign by a unanimous vote of no confidence by all the other Members of the Committee, provided that the committee number is five (5) persons or more.

In the event of early resignation on the part of a Member of the Committee, either voluntarily or as a result of a vote of no confidence, the committee have the power of co-optation of a replacement until the position is

filled through election at the next Annual General Meeting or an Extraordinary General Meeting of the Association. The Member resigning will not be eligible for re-election at the Extraordinary General Meeting.

The Committee may make such appointments as are necessary from time to time, to ensure the proper functioning of the Association. Such appointments may be non-Committee positions, reporting to the Committee as a whole, and may be terminated or modified by the Committee at their discretion.

#### **4. Finance and Accounting**

The Financial Year of the Association shall be from April 1st to March 31st of the following year.

Bank account(s) in the name of the Association shall require multiple approvals by the Treasurer AND one other Committee Member, to be assigned by the Committee at the start of the Financial Year.

Income to the Association may be from Subscriptions (Membership Fees), Donations, Grants in Aid, Financial Guarantees, Sponsorship and Fund-raising events.

The income, property and assets of the Association, no matter how they are derived, shall be applied solely towards promoting the objectives of the Association as set forth above. No portion thereof shall be paid or transferred either directly or indirectly to any Member or Members of the Association except in payment of legitimate expenses incurred on behalf of the Association.

In the event of the winding-up or dissolution of the Association, any remaining assets after all liabilities have been discharged shall not be paid or transferred to any Member or Members of the Association, but shall be transferred to a charitable organisation whose objectives are similar to those of the Association, and whose Constitution precludes the distribution of income or assets among its members.

The Accounts will be scrutinised by one or two CNAA Members that are not Committee Members and have no direct dealings with the running of the CNAA or the Accounts. The Accounts shall be approved by the Committee and submitted to the Members at the Annual General Meeting.

#### **5. Insurance**

As an Association, it will be necessary for the Committee to purchase Limited Liability Insurance cover, to insure against claims made against the Association by any individual or organisation (e.g. accident).

#### **6. Annual General Meeting**

The Members of the Association shall be invited to attend an Annual General Meeting to be held within six (6) weeks after the end of each Financial Year. At least fourteen (14) days notice will be given to Members of the Annual General Meeting.

#### **7. Amendments**

This Constitution may be amended at any time by a two-thirds majority of those Members present at either an Annual General Meeting or an Extraordinary Meeting or through receipt of a physical or digital written request, provided that at least fourteen (14) days notice, is given of the Meeting and the proposed Amendments.