



**BURLEY MODEL ALLOTMENTS**

ESTABLISHED 1892 REMODELLED 1958

# Constitution

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Version Control (The latest version of this document MUST be in the top row)

Release	Version	Agreed At	Date
Release 3	1	B.M.A.A. A.G.M.	27/10/2018
Release 2	2	B.M.A.A. Committee Meeting	10/11/2014
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Release and Version No.	Summary of Changes - only recorded once "Issue" status reached	Date
Release 3 Version 1	Remove Committee roles of - Vice Chairperson - Archivists, Hut Officer and Site Officer	27/10/2018
Release 3 Version 1	Insert sections 11 - General data Protection Regulations and Section 12 - Health and Safety	27/10/2018
Release 2 Version 1	Page 5 Section 3.3. Any member not having paid their membership fee by the 10 <sup>th</sup> November will be deemed to have resigned, unless the Association agrees in writing to the contrary.	25/10/2014
Release 2 Version 1	Page 7 - Chairperson- bullet point 5. The Chairperson should lead by example and endeavour to elicit the maximum consensus and agreement and thus minimise disharmony.	25/10/2014
Release 2 Version 1	Page 10 - Committee Members. Two officers and at least three other Association members (this can include other Committee members) must be in attendance at all committee meetings.	25/10/2014
Release 2 Version 1	Page 10 - Meetings Section 5.6. All committee meetings are open to all members to attend and are held monthly on the second Monday of the month. However committee meetings may be called on any date by the Committee. In the winter months Committee meetings may be held on Saturday mornings. Notice of such meetings shall be in an open and transparent way determined by the Committee.	25/10/2014
Release 2 Version 1	Page 11 - Section 5.7. The quorum for Committee meetings will consist of at least two officers and at least three other Association members (this can include other Committee members) a minimum of five people in total. The quorum for an A.G.M. or E.G.M. will consist of at least two officers and ten members a total of 12 people.	25/10/2014
Release 2 Version 1	Page 11 - Section 5.9. Items for the A.G.M agenda or motions to the meeting must be given in writing (precluding emails) to the Chair 14 days before the meeting date.	25/10/2014
Release 2 Version 2	Minor typographical and grammatical errors rectified.	10/11/2014

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**B.M.A.A. Constitution**

**Contents**

*Section 1* STATEMENT OF INTENT..... 4

    AIMS & OBJECTIVES: ..... 4

*Section 2* POWERS ..... 5

*Section 3* MEMBERSHIP ..... 5

*Section 4* THE COMMITTEE:-..... 6

*Section 5* MEETINGS:-..... 8

*Section 6* RULES OF PROCEDURE ..... 8

*Section 7* FINANCES: - ..... 8

*Section 8* AMENDMENTS TO THE CONSTITUTION AND RULES :-..... 9

*Section 9* DISSOLUTION..... 9

*Section 10* EQUAL OPPORTUNITIES - ..... 9

*Section 11* GENERAL DATA PROTECTION REGULATIONS ..... 9

*Section 12* HEALTH AND SAFETY ..... 10

### ***Section 1*** STATEMENT OF INTENT

- The name of the organisation shall be Burley Model Allotment Association (B.M.A.A.).
- We will actively pursue the continual improvement of the fertility, cleanliness, productivity and facilities of the site, as a whole, for the benefit of members and as a legacy for those who follow.
- We are committed to ensuring that the environment and wildlife areas are protected and to publicise the pleasure and virtues of gardening as a hobby and recreation.
- To work with the Leeds and District Gardeners Federation, the Local Authority and any other national or local organisation to the benefit of all members and gardeners in the area.
- We aim to ensure that the B.M.A.A. grows and develops as an organisation and that it fosters good links within the local community.

### **AIMS & OBJECTIVES:**

- The aims and objectives of the organisation shall be to:-
- Promote the interests of all members in gardening activities and a healthy lifestyle, where people can grow wholesome produce.
- Encourage the highest standards of cultivation, layout and landscaping.
- Take action for the benefit of all members and to endeavour to protect members against damage, trespass and theft within the site.
- Offer advice, help & assistance wherever it is deemed necessary in the interests of all plot holders.
- Obtain a supply of seeds, fertilisers, and other horticultural materials on behalf of members and promote regular seed, seedling and cutting swaps.
- To arrange social events, including competitions, lectures and demonstrations for the benefit of members and the local community.
- Liaise with other gardening associations, local allotment societies, Council officials and any other organisations that are related to the B.M.A.A. in any way.
- Liaise with any committee set up by the Government, Local Authorities and other bodies.
- Inform our members of relevant news in matters of mutual interest.
- Increase local awareness of the allotment site and to promote the allotment site, its activities and healthy lifestyle to the wider community for example but not exclusively: - schoolchildren, ethnic groups, disability groups, special schools, older persons homes, youth groups and local clubs.
- Increase the B.M.A.A. membership and the uptake of plot holders on the allotment site when necessary.
- To actively pursue maximum occupancy of the site.
- To encourage full participation in activities, outings and fundraising events from as many members as possible.
- Advise the plot holders to take care of their own health and safety and that of others affected by their acts or omissions.
- Ensure that the use of all machinery, work equipment, substances & transport equipment are carried out in accordance with the instruction and training received.
- Increase awareness of health and safety issues amongst members.

## ***Section 2*** POWERS

In furtherance of the above the Association shall:-

- Obtain funding / grants wherever possible.
- Procure monies by grant applications, fundraising and membership fees; to develop, maintain and improve conditions and facilities at the B.M.A.A. site, for the members and community including but not exclusively; - toilets, club/meeting room, site shop etc.
- Hold regular monthly meetings and an Annual General Meeting (A.G.M) and hold extra meetings whenever it is felt necessary.
- Initiate and undertake any other legal/lawful activity calculated to further the objects of the Association.

## ***Section 3*** MEMBERSHIP

Membership of the B.M.A.A. will be open to all persons. The cost of membership of the Association will be agreed at an Annual General Meeting (A.G.M.) or an Extraordinary General Meeting (E.G.M.) and payable with the annual rental charge. All plot holders will automatically become members unless they indicate in writing to the Secretary that they do not wish to be. Membership will begin when a valid application form is accepted by the Membership Secretary and the fee is paid; only members who are plot holders will have voting rights at meetings. Honorary Members may be granted rights to vote at meetings at the discretion of the Committee. Associate, Honorary and Group membership will be free of charge.

The Committee will consider all applications for membership as its first item at every meeting.

Members may resign at any time giving 14 day's notice in writing (precluding email) to the secretary.

Any member not having paid their membership fee by the 10th November will be deemed to have resigned, unless the Association agrees in writing to the contrary.

The Committee may expel members who do not conform to the rules and abide by the Constitution of the Association.

All decisions of the Committee are final provided that members are given the opportunity to state their case.

Any member who may consider themselves aggrieved by the action of the Committee may appeal to the next meeting of the Association Committee. The individual concerned will have the right to state their case and be accompanied by a friend. All appeals must be in writing to the Secretary (precluding email) giving 14 days notice.

### **Associate Members**

The Committee may invite any individual who supports the aims of the Association to become an Associate Member. Partners and helpers of plot holders will automatically qualify as Associate Members. Please note that Associate Members will have no voting rights

### **Honorary Members**

The Committee may invite any individual who has supported the aims of the Association or given service to the organisation, to become an Honorary Member. Please note that Honorary Members will have no voting rights but at the discretion of the Committee may be granted voting rights and may become trustees or members of the Committee.

### **Group Members**

Any group whose work is supportive of the Association may be invited by the Committee to become a group Member. Please note that Group Members will have no voting rights.

**Section 4 THE COMMITTEE:-**

For the purpose of administering the rules and the running of the Association, the following officers and Committee shall be elected annually and be empowered to effect such decisions as may be required to maintain and uphold the conditions of the agreement held with Leeds City Council and such rules democratically prescribed by the membership.

The B.M.A.A. Committee will be governed and managed as follows:-

The Committee shall retire at the A.G.M. but shall be eligible for re-election

The Committee may fill casual vacancies and any members appointed shall hold office until the next Committee election.

Officers shall only be appointed at such a meeting if a Committee election is on the agenda.

The affairs of the Association shall be conducted by a Committee consisting of such officers as agreed at a Committee Meeting. The Officers roles are outlined below.

We will encourage new Committee members as we realise that new people are needed all the time to bring in new ideas talents and skills to the Association.

The Chair shall chair meetings of the committee; if absent the Vice Chair shall take the chair; if the Vice Chair is absent a nominee from the floor shall take the chair.

All committee positions will be elected annually at the A.G.M. Nominations to be received by the Secretary 14 days prior to the meeting and decided by ballot conducted at the A.G.M.

**CHAIRPERSON: -**

- To call and chair all meetings - who's (the Chairperson's) ruling on all matters (relating to the running of the meeting) must be accepted and obeyed by all concerned.
- Holds only the Casting Vote. The chair can not vote unless the vote is tied.
- To ensure that the Association's rules and constitution are followed.
- To keep in mind the interests of the members and be prepared to initiate changes in policy to meet changing circumstances.
- The Chairperson should lead by example and endeavour to elicit the maximum consensus and agreement and thus minimise disharmony.

**SECRETARY: -**

- Carry out the decisions of the Committee.
- Be responsible only to the Committee.
- Act always in accordance with the decisions taken or where an emergency arises, between Committee meetings, then with the Chairperson's agreement.
- Deal with all correspondence and other matters promptly.
- Prepare Agenda's in consultation with the Chairperson.
- Maintain an up to date Minute Book and Attendance Record.
- Be the expert in the affairs of the Association.
- Keep the Chairperson and Committee informed and up to date on all matters.

**MEMBERSHIP SECRETARY: -**

- To allocate tenancies.
- Keep an up to date list of the names and addresses of all members.
- Keep a register in strict rotation of all applicants for plots.
- Keep a register, separate from above, of Associate Members.
- The registers will be viewable by request at the hut by any member or other interested party (viz. those on waiting list, etc). A copy of each will be kept in that hut; that copy to be devoid of personal details except a contact number if agreed by that person.
- Sending and issuing of all invoices according to the schedule before the 1st October.



**PUBLICITY OFFICER: -**

- To be responsible for website content in liaison with the committee.
- Manage the Website.
- Produce and format newsletters.
- Publicise the annual show.
- Produce and distribute posters.
- Issue notifications of events.
- Produce information leaflets.
- Be responsible for releasing information to the press.
- Liaise with sponsors.

**TREASURER: -**

- Administer the funds of the Association.
- Provide updates to the committee on the finances of the association including records of income and expenditure.
- At least 6 financial updates to the committee will be made each year.
- Take charge of all monies paid to the Association.
- Pay all bills promptly.
- To maintain a bank account in the Association's name.
- Ensure that the Secretary and Membership Secretary have sufficient petty cash for stamps, stationery, etc.
- All cash collections to be suitably recorded by the giving and taking of receipts.
- All transactions must be recorded and traceable to the person responsible.
- Keep proper accounts.
- Produce a Statement of Income and expenditure for auditors to approve for the AGM.

**STORES OFFICER: -**

- To be responsible for the site store, its security and maintenance.
- To be responsible for the maintenance of stock in the said store.
- To be responsible for the site maintenance equipment kept in the said store and the servicing thereof.
- To be responsible for the stock of petrol store and its safety.
- To furnish the Hut officer with up to date stock lists.

**TRUSTEES: -**

No less than 2 trustees will be appointed who will be responsible for the site to the landlord (Leeds City Council) in accordance with the lease.

**AUDITORS: -**

An independent auditor shall be appointed to audit the accounts of the Association and report accordingly to the AGM or EGM.

**COMMITTEE MEMBERS: -**

Two officers and at least three other Association members (this can include other Committee members) must be in attendance at all committee meetings. All meetings are to be held in accordance with the rules and constitution of the B.M.A.A.

**SUB COMMITTEE'S:-**

A Sub Committee of no less than 3 members shall be elected to oversee the running of the Annual Show. This Sub Committee will have delegated responsibilities to make all decisions regarding the Annual Show.

The Sub Committee will have powers to co-opt any member to help with the organisation and running of the Annual Show.

The Sub Committee will report to the monthly committee meeting giving a brief progress report. This report is to be a standing item on all committee agenda's



**SUB COMMITTEE'S:-**

A Sub Committee of no less than 3 members shall be elected to oversee reviews of the constitution and the rules of the Association.

This Sub Committee shall meet no less than 3 times a year and will have delegated responsibilities to make proposals regarding changes to the rules or constitution of the organisation.

A report of all proposals will be made to the Committee.

***Section 5 MEETINGS:-***

All meetings will follow the following format:-

An Annual General Meeting (A.G.M.) or an Extraordinary General Meeting (E.G.M.) shall be the forum used for Committee elections, constitutional and rule amendments.

An E.G.M. may be called at any time by the Committee or by not less than twenty five percent of the current plot holders of the Association stating in writing the precise business for discussion.

An A.G.M. will be held within 15 months of the previous AGM

The Committee shall give members at least 28 days notice of every A.G.M. or E.G.M. Notice of such a meeting shall be in an open and transparent way determined by the Committee.

A Committee Meeting shall be the forum used for the discussion of all other issues including Committee Membership, Association Membership, grievances and the day to day running of the allotment site.

All committee meetings are open to all members to attend and are held monthly on the second Monday of the month. However committee meetings may be called on any date by the Committee. In the winter months Committee meetings may be held on Saturday mornings. Notice of such meetings shall be in an open and transparent way determined by the Committee.

The quorum for Committee meetings will consist of at least two officers and at least three other Association members (this can include other Committee members) a minimum of five people in total. The quorum for an A.G.M. or E.G.M. will consist of at least two officers and ten members a total of 12 people.

All meetings of the Association shall be conducted in accordance with accepted formal procedures for such meetings.

Items for the A.G.M agenda or motions to the meeting must be given in writing (precluding emails) to the Chair 14 days before the meeting date.

All Committee meeting's A.G.M's. or E.G.M.'s will be used for allotment business only.

***Section 6 RULES OF PROCEDURE***

With the exception of changes to the constitution and rules all questions that arise at any meeting shall be decided by a simple majority of those present and entitled to vote.

Any motion must have a proposer and seconder before it is voted on.

If the numbers of votes cast on each side are equal the chair of the meeting shall have the casting vote.

***Section 7 FINANCES: -***

An account will be maintained on behalf of the Association at a bank agreed by the Committee.

Signatories of the account will be the officers of the Association.

An audited account of the association's finances will be available at the Annual General Meeting.

Any member or persons having an interest in the funds of the Association may be allowed to inspect the books and records of the Association; provided that such a request is in writing and giving a valid reason. All such requests must be in writing to the Secretary (precluding email) giving 28 days notice

The Financial year for the Association runs from 1st October to 30 September.

All monies raised by the association will be spent solely on objects laid out above.



### ***Section 8*** AMENDMENTS TO THE CONSTITUTION AND RULES :-

Amendments to the constitution or rules may only be made at the A.G.M. or at an E.G.M.

Any proposal to amend the constitution or rules must be given to the secretary in writing (precluding email) 14 days prior to an A.G.M. or E.G.M.

Any proposals to amend the constitution or rules will require a two thirds majority of those present and entitled to vote.

### ***Section 9*** DISSOLUTION

If a meeting by simple majority decides that it is necessary to close down the association it may call a special meeting to do so.

The sole business of this meeting will be to dissolve the Association.

At least 28 days notice will be given to members of the meeting and it will be advertised in an open and transparent way.

If it is agreed to dissolve the Association all remaining money, once outstanding debts have been paid will be donated to a local charitable organisation. The organisation to be agreed at the meeting which agrees the dissolution.

### ***Section 10*** EQUAL OPPORTUNITIES -

The B.M.A.A. recognises that:-

Everyone has a contribution to make to our society, and a right to equal treatment.

We aim to ensure that no-one will be discriminated by us on the grounds of:- Age, impairment, colour, ethnic or national origin, nationality, race including asylum seekers and refugees, religious belief or faith, social class, gender, sexuality, gender reassignment, marital status, responsibility for dependants, trade union or political activity.

### ***Section 11*** GENERAL DATA PROTECTION REGULATIONS

As of 25th May 2018 there are new General Data Protection Regulations (GDPR) affecting how we communicate with you. This includes informing you how we hold your information and how we use your personal data.

We would like to take this opportunity to assure you that the information provided by you is collected purely for the purposes of administering the allotment site. We need to collect this information in order to maintain accurate records of your name, contact details and plot number. We use this to contact you via regular newsletters letting you know what is going on and to send your annual invoice.

The information we hold is shared with Leeds City Council the landlord of the site who use this to check any concessions they have granted. Please be assured that we will not give out your personal details to any third party without your permission to do so.

The GDPR legislation gives you the right to view the information we hold about you and you also have the right to modify or rectify the information we hold, this is something that we have always encouraged. You also have the right to object to how your data is held or processed.

If you wish to opt out of receiving emails from Burley Model Allotments Association please either use the form on the website or send an email to [bmaamembership@gmail.com](mailto:bmaamembership@gmail.com) specifying you no longer wish to receive emails from us. Your e-mail address will remain listed for B.M.A.A. to use in relation to your membership fees unless you specifically ask that it is removed. We will still keep records of your name and address to allow us to send manual invoices to you.

## ***Section 12*** HEALTH AND SAFETY

### **Health and Safety Issues**

It is the plot holder's responsibility to ensure their own safety and that of others while at Burley Model Allotments Association. An allotment site by its very nature is a very hazardous place. It is imperative that everyone using or visiting the site takes health and safety; both their own and that of family and visitors extremely seriously.

### **Duty of Care**

Much of the maintenance and repairs done to the hut are carried out by self-employed workers who are responsible for their own Health and Safety as well as work hours, tax and national insurance issues. It is however good practice to ensure the results of the risk assessment is brought to the attention of those using, visiting, or working in the hut or the site. It is good practice to ensure maintenance is carried out by a competent person and is done safely. When working on the site either for the Committee or for an individual plot holder please ensure that the proper tools are provided and schedule maintenance to minimise risks. Again when employing others to work on the site either for the Committee or for an individual plot holder take the necessary precautions to ensure the safety of others who may be affected by their work. It is also imperative to make sure maintenance staff are competent and have appropriate clothing and equipment and to provide safe access and a safe place of work

All members of the Association have a duty of care to themselves and others (whether a person is legitimately on their allotment or not). This includes the use of all shared facilities and services supplied by the Association such as the use of water (either in a water butt or in the stand pipes), tools either manual or powered and all facilities provided in the Trading Hut. The lighting of fires is governed by the rules of the Association but it is a dangerous practice and should be managed in a safe and responsible way. Always have to hand a water supply (be that a bucket or hosepipe) to be able to extinguish the fire quickly and safely.

### **Possible Dangers**

Health and safety is important at all times. An allotment site is a potentially dangerous place. Some of the dangers include:- tools, sharp metal objects and garden canes, broken glass, chemicals possibly unmarked including pesticides, herbicides and fungicides, water butts and various trip hazards, including hosepipes, marking out lines etc.

### **Shared Amenities**

All members must behave responsibly and take care with any shared amenities such as water butts. These can become contaminated by chemicals and spores of plant diseases such as onion white rot, rusts and club root which would then be transferred to uncontaminated plots via watering cans. Additionally, soil particles and plant debris block the roses of watering cans.