

# Constitution of Fairview Allotments Association

Please sign both copies and return both with cheque (**made out to Fairview Allotment Association**) to the Treasurer.

One copy will be countersigned with a receipt as confirmation of membership.

1. The **Name of the Association** is Fairview Allotments Association.
2. The **Objectives of the Association** are: to promote the interests of the members with regard to proper cultivation, good management and enjoyment of the allotments; to maintain and improve the facilities and condition of the site and to encourage and educate others to do the same; to ensure that as many plots as possible are tended; to manage the allotment site responsibly; to aim to manage the site in an environmentally friendly way; to work with Southfield Golf Club and Oxford City Council and the Oxford & District Federation of Allotment Association and other organisations and individuals in furtherance of our objectives.
3. The **Committee of the Association** shall consist of three (3) Officers: a Chair, a Secretary, a Treasurer and one other member. These will be elected for the year by majority vote at the Annual General Meeting with a quorum of six (6). The Committee shall have the power to appoint a member to fill any vacancy that may occur between AGMs or to co-opt non-voting Members. In exceptional circumstances, following seven days' written notice of a specific agenda item, Committee member(s) may be dismissed by majority vote at a General Meeting, with a quorum of six (6). The work of the Committee shall be voluntary, unpaid and open only to members of the Association. The Committee shall meet no less than four times a year and keep records of their meetings.
4. **One representative of Southfield Golf Club** will be invited to attend Committee and general meetings.
5. **Members of the association** who have paid the annual subscription and signed a Member's Agreement will be eligible to vote at General Meetings. Changes to the Constitution and Member's rules may only be agreed at a General Meeting.
6. **The Duties and powers of the Committee are**
  - To hold an Annual General Meeting giving 21 days' written notice of the date, agenda and place.
  - To invoice Members not less than 21 days prior to the subscription day (1 April each year).
  - To submit accounts and annual report at the Annual General Meeting.
  - To maintain a bank account in the name of the Association. Cheques will require at least two signatures.
  - To keep accounts; these shall be available for inspection by Members at 7 days' notice.
  - To determine the annual rent for each plot giving due consideration to variations in area.
  - To inspect the site annually and record any problems. Where plots are persistently unworked or show breaches of the rules members may receive a warning notice.
  - To note serious or persistent minor breaches of the Member's Agreement. This will be followed by eight weeks' warning notice to remedy the breach. If the breach is not remedied in this period then, if this is the view of the majority of the Committee, it can terminate the Agreement on one month's final notice. In the event of a Member's death, or inability through ill-health to work the allotment, the Committee will exercise its discretion.
  - To terminate a membership with 14 days' notice for stealing, wildlife or poison offences.
  - To deal with complaints. It will only investigate complaints made in writing to the Secretary. Any member against whom a complaint has been made will be made aware of the problem and has the right to respond in writing or put his case to the Committee in person.

## First amendment

We support the development of a cohesive community and will seek to attract and maintain a culturally diverse membership of mixed gender covering all age groups and which provides an opportunity for healthy lifestyles and diet.

## **Members' Rules**

1. The Member agrees to respect and obey the constitution of Fairview Allotment Association.
2. The plot or any portion of it shall not be sub-let.
3. The plot shall be used for growing vegetables, fruit or flowers and for no other purpose.
4. The plot cannot be used for any trade or business except for the sale of surplus produce.
5. Members must keep their plot in a reasonable state of cultivation. If being reclaimed it must show progress.
6. Adjoining pathways must be kept tended to a width of 2ft (60cm).
7. Members must keep any hedges trimmed, and any sheds, greenhouses, fences or gates etc. in safe repair.
8. Fences should be of post and chicken wire to a maximum height of 5 feet.
9. No barbed wire, glass or other potentially dangerous material may be left on site. Potentially dangerous material unearthed from a plot should be removed as soon as possible.
10. Members must obtain the Committee's written approval of size, materials and siting of any structure they propose to build. No structures may shade, impair or intrude on to adjacent plots or be built outside plot boundary.
11. Members may not reside in sheds or allow anyone else to do so.
12. Only dwarf fruit trees may be planted and after obtaining the written consent of the Committee. Fruit trees must be kept to maximum height of 10 feet and root/shade (equivalent to branch spread) must fall within the plot boundary.
13. Members must follow Oxford City Council's Code of Practice on Bonfires.
14. Members must not deposit any rubbish or building materials on their plot or the site.
15. Members must keep their plot in a tidy condition.
16. No timber, mineral, gravel, sand, earth or clay may be removed from the plots.
17. Members must not be a nuisance to neighbours. Any complaints must be made in writing to the Secretary.
18. Only Members' dogs are permitted on site and must be kept on a leash when not contained within the Member's own plot.
19. Animals, including birds, must not be kept on the site.
20. The entrance gate(s) must always be kept closed and locked after entering or leaving the site.
21. Petrol, oil, lubricants and any other inflammable liquid must be stored safely at Member's risk.
22. Members must not deposit weeds on any part of the site unless in a compost heap.
23. Members must not obstruct any path or access.
24. Members must not trespass upon other plots.
25. Children must be made aware of the dangers on the site, especially the presence of wells or other water storage. Children must always be supervised. Members must not allow their children to disturb other members. The Association will not accept responsibility if children are hurt.
26. Members must not take crops, produce, implements or other items from other plots.
27. Members must clearly number their plot.
28. Members must cover and make clearly visible any well on their plot. All well heads must be above ground level.
29. Members must advise the Secretary of a change of address.

Member's signature		Date	
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30. Members must sign a Member's Agreement on joining which will be returned, signed, as their agreement to the Rules. Any subsequent amendments, as agreed at AGM, will be circulated to all members.
31. Members must pay the annual subscription in advance within one month of the subscription day (1 April) and get a receipt.
32. Any member who is one month in arrears with his subscription shall be held to have ceased to be a member, unless explanation in writing of extenuating circumstances is received by the Committee.
33. Failure to pay within this stated time and without informing the committee as above will be taken to mean that the person concerned no longer wishes to be a member of the Association and their plot will be offered for re-letting.
34. Members who join the Association six months after the subscription day may pay half the subscription for that year.
35. Members must give the Secretary 7 days' notice of any items for the agenda of any General Meeting.
36. Members giving up their membership must hand all keys pertaining to the plot site to a member of the committee.
37. Members will be requested to pay a refundable deposit, at a rate set by the committee, for all keys pertaining to the site.

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**Agreement between Fairview Allotments Association (FAA) and Member.**

The FAA agrees to let to the Member a suitably identified plot subject to the conditions laid down in the Constitution and Members' Rules.

Member's name			
Member's address			
Telephone number			
Email address			
Member's signature		Date	

		Signed on behalf of FAA		
Plot Fee received	£7		Date	
SGC fee received	£3		Date	
Key deposit received	£20		Date	