

MANOR HOUSE LEISURE GARDENS ASSOCIATION

CONSTITUTION

Approved by Members at the Annual General Meeting on 13th March, 2022

1. NAME

The Association shall be called "MANOR HOUSE LEISURE GARDENS ASSOCIATION".

2. MISSION

The object of the Association shall be to achieve the best use of the facilities on the site and to encourage mutual co-operation amongst all members.

3. MEMBERSHIP

- 3.1 Any plot holder on the site shall be eligible for membership, providing he or she agrees to adhere to the rules of the Association and to pay the subscription determined by the Annual General Meeting.
- 3.2 Members shall endeavour to attend meetings as notified.
- 3.3 Members shall comply with all the "General conditions under which the ALLOTMENT GARDENS are to be cultivated" as laid down by the City of Birmingham Leisure Services Committee.
- 3.4 Each member shall hold one main gate key, for which a refundable deposit will be requested. Additional or replacement key will be charged at key cost
- 3.5 Children, when on site, must be supervised by a responsible adult.
- 3.6 Acceptance of membership shall constitute acceptance of the rules and objectives of the Association.
- 3.7 Only fully paid-up members of the Association may attend and have voting rights at the Annual General Meeting.

4. MANAGEMENT & OFFICERS

- 4.1 The Annual General Meeting shall take place on a date set by the Committee.
- 4.2 An Extraordinary General Meeting of the Association Members may be convened by not less than one third of the current paid up membership. This will be arranged by the Secretary not later than fourteen days after submission to him/her of a written request for such a meeting.
- 4.3 The affairs of the Association, with exception of those matters reserved for determination of a general meeting, shall be arranged by the Committee.
- 4.4 The Committee shall consist of a minimum of eight members to include the Chairman, Honorary Secretary and Treasurer, who will be elected at the Annual General Meeting, and will hold office for one year.
- 4.5 The Committee shall be empowered to co-opt further members as they see fit and shall have power to fill any casual vacancy which occurs during the year.
- 4.6 The Committee shall meet as required at the call of the Chairman. This will normally be once per month.
- 4.7 Items for the agenda shall be submitted to the Secretary.
- 4.8 Members may attend a Committee Meeting if they wish to raise any issue or concern.
- 4.9 A quorum of the Committee shall be not less than four Committee members of which one must be an officer of the Association.

- 4.10 Power to act in any urgent matter shall be vested jointly in the Chairman, Honorary Secretary and Treasurer. Any action thus taken shall be confirmed by the Committee at its normal meeting.
- 4.11 Alterations or additions to the Constitution and rules shall be made only at the Annual General Meeting or at an Extraordinary General Meeting.
- 4.12 Plot holders must not cause undue nuisance or annoyance to other plot holders or to the occupants of neighbouring properties either through an action, or inaction, or by rude offensive behaviour, whether through carelessness, ignorance, persistent or deliberate action.
- 4.13 Association Officers and Committee Members are accountable to Birmingham City Council on signature of the Council's MANAGEMENT AGREEMENT.

5. FINANCES

- 5.1 The Annual General Meeting shall determine the amount of the Membership Subscription for the ensuing year.
- 5.2 On joining the Association an annual subscription fee will be requested from all members.
- 5.3 Monies due by way of site rent and subscriptions for the ensuing year shall be paid to the Treasurer or their appointed representative during October each year. Facilities for the payment of these monies shall be made available by the Treasurer or their appointed representative.
- 5.4 The funds of the Association shall be deposited with Barclays Bank, and the Devolved Budget Account with Lloyds Bank at the Yew Tree Branch, both in the Association's name. Withdrawals from these accounts shall be authorised by the signature of any two of the following Officers; the Chairman, Honorary Secretary, Treasurer.
- 5.5 The Treasurer shall keep such records of accounts as will enable him/her to present at the Annual General Meeting, or at any other time at the request of the Committee, an accurate report concerning the finances of the Association.
- 5.6 The Financial Year of the Association ends on 30th November.
- 5.7 The accounts of the Association will be audited annually by two members (other than Committee members) nominated at the Annual General Meeting.

6. EXCLUSION OF LIABILITY

Neither the Association, or any officer thereof, shall be liable for any injury, or loss or damage to property, in the course of the operation of the site.

7. RULES & REGULATIONS

- 7.1 The Committee are responsible for maintaining and ensuring that all members/tenants abide by the Allotment Rules issued by Birmingham City Council.
- 7.2 All members must refrain from lighting fires except during the month of November.
- 7.3 Any shed, greenhouse or structure must be erected and maintained in a good state of repair and condition to the satisfaction of the Association.
- 7.4 Structures should be sited at the rear of the plot or as directed by the Association.
- 7.5 Tenants must leave a minimum gap of two feet (0.6m) between any structure or boundary.
- 7.6 Any dog (including guide dogs) brought onto the site must be kept on a lead at all times.
- 7.7 Where possible, all structures must have guttering connected to a water container.
- 7.8 Hoses or sprinklers are NOT allowed except where required to fill water butts.
- 7.9 All vehicles must maintain a maximum speed limit of 5mph within the site.