

Terms of Reference for the Highgate Allotments Association (HAA)

Yeatman Road, London N6 4DT

1.0 Administration

1.1 Subject to the matters set out below, the Association shall be administered and managed by the Committee as constituted by clause 4.0 of these Terms of Reference.

2.0 Objectives of the Association

- 2.1 To make the allotments safe, peaceful and enjoyable.
- 2.2 To encourage sustainable methods of gardening.
- 2.3 To promote the interests of members as tenants and allotmentees.
- 2.4 To encourage members to observe the conditions of the tenancy and the Terms of Reference of The Association.
- 2.5 To work with the Haringey allotment officers in the best interests of Association members and with The Haringey Allotment Forum for the good management and cultivation of the allotments.

3.0 Membership

- 3.1 Any confirmed or probationer tenant named on the Haringey Council tenancy list for Highgate Allotments is a member of the Association.
- 3.2 Membership ceases when the tenancy is terminated.
- 3.3 There will be an annual joining fee for making purchases from The Shed Shop which will be determined by the committee. Collected fees will be used for funding the administrative expenses of the Association
- 3.4 Applications for an allotment plot or requests to be put on the Waiting List in order to become a member may be made to the Association Lettings Manager. The waiting list of applicants shall be available for inspection on request by any member of the Association or general public.

4.0 The Committee

- 4.1 The Committee shall consist of up to 10 members elected at the Annual General Meeting. As soon as possible thereafter the committee shall specify roles and appoint:
 - Committee Chair
 - Committee Secretary
 - Membership Secretary
 - Site Secretary
 - Treasurer
 - Shed Shop Manager
 - Probationer Support Officer
 - Lettings Manager
 - Allotment Forum Representative
 - Site Security and Maintenance Manager
 - Rubbish Removal and Compost Delivery Manager
- 4.2 All members of the Committee shall retire after one year in office but may be re-elected.
- 4.3 Members may be co-opted to assist the Committee but will not be eligible to vote at committee meetings except as set out in clause 8.7

5.0 Meetings and Proceedings of the Committee

- 5.1 The Committee shall hold at least four ordinary meetings each year. A Special Committee Meeting may be called at any time by any three members of the Committee upon not less than 14 days' notice to other members of the Committee of matters to be discussed.
- 5.2 There shall be a quorum of at least six members of the Committee at meetings.
- 5.3 Every matter shall be determined by a majority vote of the members of the Committee present; in the case of an even vote the Chair shall have the casting vote.
- 5.4 The Committee Secretary shall keep records of the committee proceedings for at least seven years.
- 5.5 Any member of the Association may give one weeks notice if they wish to attend a committee meeting. A member may be invited to speak at the meeting but will not be entitled to vote.
- 5.6 The minutes of Committee meetings shall be available for inspection by members.

6.0 Accounts and Financial Management

- 6.1 The Treasurer shall work in collaboration with the Shed Shop Manager and Committee to keep an accounting record of all income and expenditure and shall prepare and present an annual statement of account for approval at the Annual General Meeting. The accounts will not be independently audited unless required by a majority of the committee.
- 6.2 The funds of the Association shall be paid into accounts operated by the Committee at such a bank as the Committee shall decide. All payments from accounts must be signed or authorised by at least two members of the committee.
- 6.3 Three committee members shall be nominated to authorise or sign for payments drawn on the Association funds and shall be selected annually. A maximum authorised spending amount per item will be set by the committee.
- 6.4 Expenditure other than that authorised to the agreed maximum amount by the two nominated committee members will be by a majority agreement of the committee.
- 6.5 The Association shall maintain a Shed Shop so long as it is only for the benefit of members and it is self funding.

7.0 Annual General Meeting

- 7.1 An Annual General Meeting (AGM) of the Association shall be called by the Committee. The Committee Secretary shall give at least 28 days notice of the date of the meeting to members of the Association by a written notice attached to the shed or a notice board or electronically.
- 7.2 There shall be a quorum of at least twenty members of the Association and six members of the Committee present at any General Meeting.
- 7.3 Every matter shall be determined by a majority vote of the members present; in the case of an even vote the Chair shall have the casting vote.
- 7.4 All members of the Association are entitled to attend and speak at the meeting.
- 7.5 Family and friends who regularly work on a member's plot are entitled to attend and speak at the meeting but are not entitled to vote.
- 7.6 The Committee shall prepare and present an annual report.
- 7.7 The Treasurer will present the accounts for approval.
- 7.8 The draft minutes of the meeting shall be distributed within 6 weeks after the meeting.

8.0 Process for the Election of the Committee at the AGM

- 8.1 The Committee shall call for nominations for committee members at least two weeks before the AGM.
- 8.2 Nominations for election shall be made in writing by a member of the Association to the Committee Secretary.
- 8.3 A nominated member shall consent to the nomination in writing to the Committee Secretary at least 7 days before the AGM.
- 8.4 Ballot papers shall be issued to members at the AGM and shall be registered numerically but not named.
- 8.5 There shall be arrangements for a postal vote in exceptional circumstances on request by a member to the Committee Secretary and subject to agreement by the committee.
- 8.6 A joint named tenancy shall have one vote.
- 8.7 In the event of a tied vote the eleventh candidate shall be co-opted to the committee with voting rights.
- 8.8 The ballot papers shall be counted and the result declared at the meeting.

9.0 Special General Meetings

- 9.1 The Committee shall call a Special General Meeting (SGM) of the Association at any time if at least seven members of the Association request such a meeting in writing to the Committee Secretary stating the business to be considered. At least 21 days notice must be given and the notice must state the business to be discussed.
- 9.2 There shall be a quorum of at least twenty members of the Association and six members of the Committee present at a Special General Meeting.
- 9.3 Every matter shall be determined by a majority vote of the members present; in the case of an even vote the Chair shall have the casting vote.

10.0 Alterations to the Association Terms of Reference

- 10.1 These Terms of Reference may be altered by a resolution passed by a majority of the members of the Association present at the Annual General Meeting or Special General Meeting. The notice of the meeting must include details of the resolution, setting out the terms and the reason for the proposed alteration.

11.0 Dissolution

- 11.1 If the Committee decide that it is necessary or advisable to dissolve the Association, it shall call a meeting of members of the Association giving not less than 28 days notice and stating the proposal and the reason. If the proposal is confirmed by a majority of those members present the Committee shall have power to realize any assets held on behalf of the Association and after settling any debts and liabilities shall gift the balance to an Association with similar aims or with a philanthropic or charitable purpose.