

North Harbour Allotment Association

ASSOCIATION BYLAWS (October 27th 2024)

MARK ALLEN (ASSOCIATION SECRETARY)

Contents

INTRODUCTION	2
Association Officers.....	2
ROLES.....	2
CHAIRPERSON	3
TREASURER	3
SECRETARY	3
Committee Members:	4
Meetings:	4
AGM	4
Committee members.....	4
Members	4
Emergency meetings.....	5
Election of officers:	5

IMPORTANT

Amendments / additions can be made to these Bylaws where all serving officers agree, in the event that any of the officers disagree then any proposed amendments must be proposed to the full membership.

Any proposal altering the voting bylaws must be agreed with the membership. A minimum of 51% of those who voted must agree with the voting amendment. In the event that there is a split vote the 3 officers will vote to approve or deny the amendment.

INTRODUCTION

Dear Members, In accordance with current best practice and in the interests of transparency in the running of your association. Please be aware of the basis on which we run the association on your behalf and ensure compliance with any statutory requirements.

Association Officers

The association runs through the election of officers (**Chairperson, Secretary, Treasurer**) the re-election or replacement occurs at the AGM which is held at some point every Year. See Notes on AGM processes (page 4)

The officers are primarily there for the smooth running and improvement of the association and its facilities; Ideally 3 but a minimum of 2 officers is needed to run the association.

Their primary goal is to Provide leadership and guidance to the association, Lead discussions on important matters and help the association make **informed** decisions.

Provide Vision and Strategy: Contribute to the development of the association's vision and long-term strategic goals.

Statutory and Legal Accountability

They are the outward face of the allotment association and have to ensure that legal, statutory and council requirements are met and adhered to.

Ideally all officers should agree either formally or informally with all operational decisions taken on a day to day basis. However In Line with the banking arrangements at least 2 Of the 3 officers must agree to any operational decisions, this can be formally or informally but all officers should be kept aware of day to day decisions implemented. All serving officers should consult with each other if un-planned expenditure on any item exceeds £100.

If an officer cannot attend any of the scheduled meetings they can formally nominate one of the other officers to vote in their absence or propose a proxy name, this should be done in an email to the secretary prior to any meeting date.

ROLES

The following roles work together to ensure the smooth functioning, financial health, and effective communication within the club association. It's important for these individuals to collaborate and communicate effectively to achieve the association's goals.

CHAIRPERSON

Preside Over Meetings: (AGM, Membership, Committee) ** Chair and facilitate the meetings, ensuring that they run smoothly and according to the agenda.

Agree agendas and minutes with secretary

Represent the Association: - Act as the official spokesperson and representative of the association in external matters.(Press, promotion, Visibility)

Collaboration:** Foster collaboration among association members and other stakeholders.

Conflict Resolution:** Along with other officers Mediate and resolve conflicts within the association.

Fundraising - Explore and implement fundraising initiatives to support the financial needs of the association.

The chairperson also has a casting vote at (members meetings) whereby if a members vote results in a 50/50 vote the chairperson can have a casting vote to decide the outcome.

In addition where there is a serious meeting overrun or insufficient data present at the meeting or major disagreement, the chairperson can propose that a meeting agenda item be re-examined at a later meeting or a specific meeting to explore the topic further.

Equally if the majority of officers (2 of 3) present also believe a topic should be examined outside the meeting the item is postponed until a later date:

TREASURER

Financial Management:- Oversee the financial affairs of the association, including the shop finances

Budgeting: - Prepare and present budgets for approval by the association.

Record Keeping: - Maintain accurate and up-to-date financial records.

Banking: - Manage the association's bank accounts and financial transactions.

Reporting: - Provide regular financial reports to the association, highlighting income, expenses, and overall financial health.

Audit and Compliance: - Ensure financial practices comply with relevant laws and regulations. Arrange for audits if necessary.

Work closely with the secretary to ensure that membership and official matters are in line with financial management

Financial guidance – suggest best practice and processes to ensure financial compliance

SECRETARY

Documentation: - Record and maintain accurate minutes of meetings.

Communication: - Act as the prime interface with (PCC, NAA, INSURANCE, LEGAL) Handling official correspondence and communicate important information to officers and members. Act as the primary interface between members and the officers and committee members to ensure effective 2 way communications.

Membership Records: - Maintain a database of current members, including contact details and other relevant information.

Meeting Logistics: - Assist in the preparation and distribution of meeting agendas and materials.

Archiving: - Keep records of important documents, agreements, and historical information.

Notices: - Issue notices for meetings and events as required, Produce quarterly Newsletter for members

Compliance: - Ensure that the association operates in accordance with its bylaws and legal requirements.

Work closely with the Treasurer to ensure that membership and official matters are in line with financial management

Risk Management – Perform risk management assessments and building inspections, documenting risks and defects to officers and PCC for resolution

Committee Members:

These are nominated members who intend to participate in the duties involved in the smooth running of the association, volunteering time to assist the officers of the association. They meet more often than members meetings to ensure the smooth operation of the associations business. The current allocation of committee members is 7, although this is subject to change by the officers. **The officers can agree new committee members without a membership vote, equally they can remove a committee member without a membership vote. Any decision to remove a serving committee member should be given to the member in writing. Committee members who are unable to attend any appropriate meetings can nominate another committee member or officer to vote on their behalf this should be done by email to the secretary.**

Meetings:

AGM

An Annual General meeting is held in December deciding re-elections of officers, confirmation of committee members (by the officers), a yearly (audited) financial report, achievements this year and aims and plans for the coming year.

Committee members

(with officers) every Month, discussing items from previous minutes, problems and upcoming business.

Members

Quarterly, overall status of the association, summary of actions taken, plans for upcoming period.

All meeting notices must be sent out via e-mail, social media, and website in advance of the meeting, and posted on the members notice board at the front of the club. Members may suggest items to be added to any agenda, but this will be at the discretion of the officers and time allowing. Members will also have the ability to propose items in the Any Other Business section of the meetings. **. In the**

event that it is considered (by chair or majority of officers) that there is not time or and further information is required, the agenda item will appear on the next appropriate scheduled meeting.

Emergency meetings

may be called in response to unscheduled events, serious incidents or by any of the officers who believe that the club is not being run in accordance with statutory requirements or in the best interests of its members. Emergency meetings can only be called by any one of the officers of the association. However if a majority of the supporting committee members suggest a meeting then the officers should strongly consider calling such a meeting.

Emergency meetings must have all officers present or a deputy nominated by them acting on their behalf. They should also seek to have the committee members present, but can run the meeting with only the officers present .

Election of officers:

Prior to the AGM the secretary will confirm if current officers wish to stand for another yearly term, if they do this will be proposed to the membership, if an officer resigns their post, nominees for their post will be sought from the membership if there is more than one nominee then a membership vote will be called to decide the role. Equally if the membership propose alternative names to stand against an existing role an election will occur for all members to decide the role holder.

If no alternative names are proposed by the membership, then the officer(s) will be re-elected unopposed and a formal vote is not required.

Voting software (approved by the electoral commission) will be utilised for all elections.

Signed and agreed by

Rachel Kewell (Chairperson)

DATE:

Mark Allen (Secretary)

DATE:

Doreen Geddes (treasurer)

DATE: