

# West Byfleet Allotment Association Constitution and Rules

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1. The objective of the association shall be to encourage the production of food in Allotments and Gardens and to promote anything deemed to be to the advantage of the members in Horticulture
2. The plots held by the Association shall be let yearly on the 1<sup>st</sup> January in each year and the rent shall be payable by the 1<sup>st</sup> April at the trading hut.
3. The financial year of the Association shall end on the 29<sup>th</sup> September
4. Rents and subscriptions shall be agreed at the Annual General Meeting of the preceding year.
5. Tenants must maintain plots in a satisfactory manner, keep them free of weeds and trim the paths keeping them free of rubbish. Failure to comply may result in a warning and subsequent cancellation of the let.
6. All tenants should note that water is metered and carelessness will cost money.
7. In the event of repairs becoming necessary, plot holders will be expected to help effect such repairs.
8. Dogs are not allowed on the land unless on a lead.
9. An Annual General Meeting for all members shall be held during October or November to present the Yearly Report and Financial Statement of the Association, to elect the Committee [consisting of Chairman, Treasurer, Secretary, Site Secretary, Trading Hut Secretary and no fewer than five committee members] and to raise pertinent issues under Any Other Business. The accounts shall be audited by an independent auditor.
10. Extraordinary meetings may be called on request by 12 or more members.
11. At least seven days notice shall be given for any meeting. Notice of meetings shall contain the Agenda the final item on which shall be 'Any Other Business'.
12. Voting on all matters shall be by a show of hands. In the case of an equal division of votes, the Chairman shall be given the casting vote.
13. No alterations of these Rules shall be made except at the Annual General Meeting and approval by a simple majority of those present voting on the item.
14. Plot holders will not normally be let another plot whilst there is waiting list.
15. Sheds (up to 8 x 6 ft) may only be erected along the tree lines of the plots, with the exception of plots 70 to 77.
16. Greenhouses or walk-in plastic tunnels may *not* be erected.
17. Compost heaps are restricted to a maximum height of 1 metre.
18. The Association shall hold 3<sup>rd</sup> Party Liability insurance.