



Established 1926

CONSTITUTION

of the

Chinnor

Allotment and Garden Association

Station Road Chinnor

October 2026

Affiliated to

National Allotment Society



The National Society of Allotment and Leisure Gardeners Ltd

O'Dell House

Hunters Road

Corby

Northamptonshire

NN17 5JE

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CONSTITUTION

NAME, OBJECTIVES AND POWERS

1. Name and Location

The name of the Society shall be Chinnor Allotment and Garden Association (CAGA), Station Road, Chinnor OX39 4PZ

2. Official Communications

Shall normally be received and signed on behalf of the Society by the Secretary or in the absence of the Secretary by the Chair or Treasurer.

3. Aim of Society

To provide allotment space to enable the growing of food for members and their families.

To assist all members in the pursuit of sustainable gardening through good husbandry and organic methods as a recreation and to promote health, education and community fellowship for the purpose of improving the environment.

4. Objectives

- (a) To control, manage and maintain the allotment site within the terms of the tenancy agreement
- (b) To protect and improve the allotment site and its facilities. To manage the letting of plots and promote the good cultivation thereof.
- (c) To actively cooperate with groups and organisations with a view to improving standards and facilities
- (d) To continue a good working relationship with Chinnor Parish Council (CPC) as landlords with the object of improving facilities, carrying out essential landlord maintenance. and early consultation on allotment matters e.g. proposed site changes, rent levels and reviewing the tenancy agreement which sets out responsibilities of the landlord and the tenant.
- (e) To administer any distribution service, communal maintenance machinery and equipment including a seed scheme for members.
- (f) To help new and established gardeners on the site in whatever way is appropriate including providing where possible, introduction to a nearby experienced gardener with the view to special help during early months of tenancy.
- (g) To share among the Association's members the responsibility for all common tasks.
- (h) To involve the local community via open days, special events and the weekly opening of the distribution centre to members and associate members
- (i) To maintain good communications with members

5. Powers

The Society shall have full power to do all things necessary or expedient for the accomplishment of its objectives. No sectarian or party-political questions shall be introduced into any meeting and no action of the society shall be directed towards the propagation of political or religious doctrines, racial or gender discrimination or take part in any political party or religious denominational activities.

USE OF NAME

6. Use of Name

The name shall be mentioned in all business letters of the Society, notices, advertisements, and other official publications of the Society and payments, cheques, and orders for money or goods, purporting to be signed by or on behalf of the Society, and in all bills, invoices, receipts and letters of credit of the Society.

MEMBERSHIP

7. Members

The Society shall consist of Allotment & Leisure Gardeners within the Parish of Chinnor or of such other persons as the committee may admit to membership. Well-wishers from anywhere may become associate members, visit the allotments and make use of the distribution centre. Associate members will not have voting rights. Under 18 year olds with an interest in gardening will be able to join but with no voting rights. Under 18s may have a plot at the discretion of the committee and with a parent or carer having overall responsibility.

8. Membership fees

Plot holders will be required to pay such annual membership fee (plot rent) as may be determined by the Annual General Meeting as part of the Treasurer's report and be included in the agenda convening the meeting. Plot holders joining part way through a financial year will pay one twelfth for each month or part of a month remaining in the current financial year.

9. Cessation of Membership

A member shall cease to be a member in the following eventualities:

(a) The member's death – unless a family member wishes to take the plot over.

(b) The member's resignation

(c) Non payment of the annual membership fee (plot rent). Membership fees are due on October 1st and are payable to the committee treasurer. A reminder will be on the notice board for the rent due. Outstanding rents not paid by 31st October will entitle the committee to cancel the allotment holders membership, in which case the holder will be notified. The holder will then have one weeks grace to remove any of their possessions and produce, after which the committee will make disposal of any unclaimed possessions as they deem fit.

(d) Failure to cultivate their plot and maintain it as specified in the rules despite warnings and offers of support if necessary.

(e) The expulsion of a member under clause 10 (below)

10. Expulsion of members

A Committee Meeting may, by a vote of two thirds of the members present and entitled to vote, expel any member for conduct detrimental to the Association including contravening the Code of Conduct provided that a notice specifying the conduct for which it is intended to expel, is sent to the member at the address entered in the register of members at least one calendar month prior to the date of the meeting. The member is entitled to state their case and make representation at the meeting.

LIST OF MEMBERS

11. List of Members

The Committee of Management shall allocate the keeping of an alphabetical membership list updated annually. This will be maintained by one of its committee members in which shall be entered the following:

- (a) Name, email address, address and telephone number of members
- (b) Date of joining and leaving
- (c) Date of receipt of membership fee and renewal of membership fees.

Any member may see the entry in respect of themselves recorded in the official list of members and in their own interest must notify any change of address to the Secretary.

GOVERNANCE AND DAY TO DAY MANAGEMENT

- 12. Governance of the Society shall be vested in the General Meetings i.e. Annual General meetings and Extraordinary or Special General meetings. The Committee reserves the right to add to or amend any of the rules as it deems necessary, subject to being agreed by the membership at a general meeting.
- 13. Day to Day Management delegated to the CAGA Committee of Management (referred to as the Committee).

COMMITTEE AND OFFICERS

- 14. **Committee** The Committee must be members of the Society and shall consist of a Chair, Secretary, Treasurer and up to ten Committee Members or such number as may be determined at a General Meeting.

15. Election

The Committee will be elected from members of the Society at the Annual General Meeting and will take office at the end of the Annual General Meeting at which elected until the end of the next Annual General Meeting.

16. Mid - Term Vacancies

The Committee may fill any vacancy arising during the year. Members appointed will be full voting members of the committee and count towards a quorum.

17. President and Honorary Life Members

The Annual General Meeting may elect a President and/or Honorary Life members in recognition of services to the Association. These offices will be honorary and non voting unless the office holder is a member with normal voting rights.

18. Co option

The Committee may co-opt any member to the Committee to assist with specific tasks. Such co-opted members will be non voting and not count towards a quorum.

19. Powers and Duties of Committee

Powers

(a). The Committee shall have full power to supervise and manage the day to day work of the Society according to the rules for the purpose of accomplishing its objectives. They may set up sub-committees / working parties to assist the committee.

Duties

(b). In order to liaise with the Parish Council, there will be regular meetings normally consisting of two (named) Parish Council members and two Committee members (Chair and one other Committee member). Other committee members may attend these meetings as agreed.

(c) The Committee have a duty to ensure all Health and Safety, Fire and other relevant regulations are complied with

(d) Duties of Committee

CHAIR

- To call and chair ALL MEETINGS –
- Holds the Casting Vote.

SECRETARY

- Deal with all correspondence and other matters on behalf of the Committee.
- Prepare Agenda in consultation with the Chair.
- Prepare and distribute minutes, newsletters and other relevant information
- Prepare and distribute AGM, agenda, minutes and other relevant paperwork

TREASURER

- Take charge of all monies paid to the Association.
- Pay all bills as they fall due.
- Maintain a Bank Account in the Association's name.
- To provide bank statements at every committee meeting, which will be ratified by another committee member
- Keep proper accounts and produce a Statement of Income and Expenditure for an Independent examiner of accounts to approve for the AGM.

OTHER COMMITTEE MEMBERS

To provide general support to help fulfil the aims and objectives of the Association

Plot letter to

- ensure that an up-to-date list of all full and associated members is maintained
- Ensure a register is kept in strict rotation of all applicants for plots.
- act as GDPR data controller
- undertake regular plot inspections

Additional role of the DESIGNATED Safeguarding Officer DSO

The Committee welcomes the appointment of a Designated Safeguarding Officer (DSO) who will act as the primary point of contact for safeguarding concerns and ensure that all Committee members are appropriately trained in safeguarding matters. In the absence of Designated Safeguarding Officer, the committee will take collective responsibility for safeguarding.

20. **Attendances**

Any Committee member who has failed to attend two meetings in any year for any reasons unacceptable to the Committee, will cease to be a committee member.

21. **Removal from Committee**

The Committee may remove any officer or committee member from the Committee for failure to comply with the constitution, rules or policies of CAGA. This must be discussed as an agenda item at the committee meeting following the raising of the complaint. Removal of the committee member can be done by a simple majority following an open discussion of the issues which includes the individual committee members opportunity to put his/her point of view. If required, the vote may be a secret vote, but the voting numbers will be recorded in the minutes.

MEETINGS OF COMMITTEE

22. Frequency of meetings

The Committee will meet regularly as required by decision of the Committee. The committee will publish dates of meetings in advance. The Minutes of Committee Meetings will be shared with members by email, website, WhatsApp and hard copy (if necessary), and also be displayed at the Growing Hub within one week of the date of the next meeting

23. Quorum at Committee Meetings

A quorum for meetings of Committee shall be the lower of two thirds of the committee or five committee members.

The committee may allow other members to attend regularly or to attend specific meetings. Any member may be allowed to ask questions or raise any issues at the start of the meeting. Only Committee members shall be entitled to vote at committee meetings.

24. Emergency Actions

The Chair and at least two other committee members may take any executive emergency actions required where it is not practicable for the business to be decided upon at a regular or special committee meeting. Details of the action will be reported and recorded at the next meeting of the Committee.

25. Conduct of Meetings

At all meetings of the Committee every question shall be decided by a majority of votes and if the votes are equal the Chair shall have a casting vote in addition to their vote as a member. In the absence of the Chair, an acting Chair elected at the committee meeting shall preside for that meeting.

FINANCE

26. Financial Records

The Treasurer will keep in date order a record of all income and expenditure related to Society's financial transactions and all expenditure must be supported by a supplier's receipt or appropriate voucher which shows the date of expenditure, the total amount and the purpose for which payment was made. Receipts for membership fee income (paid in cash) will be given, recording the date paid, the duration of the membership fee e.g. to 30th September 20XX, and the name of the member. This receipt will be proof of membership. The accounts shall be independently examined at least once a year by an independent examiner appointed by the Annual general meeting.

27. Banking

The Treasurer shall maintain appropriate account(s) with a bank or building society in the name of the Society. Payments by cheque or other financial authorisations shall require any of the authorised signatories. All payments must first be authorised by two committee members and the authorisation recorded.

28. Annual Accounts Format

If no other activity is envisaged, then a simple Income and Expenditure account and a balance sheet will suffice. In the event of other activities needing to be presented separately e.g. shows, trading, then a separate simple sub account will be introduced with agreement of the Committee

29. Loans & Borrowing

Loans, borrowing or other credit arrangements will require a specific decision at a committee meeting or general meeting before any contractual transaction is entered into.

30. Reports to Committee

The Treasurer shall make a written report at each meeting on income and expenditure and liabilities up to the Friday before the meeting and make available at the meeting the most recent bank statement. The bank statement and report will be authorised and signed by another committee member at the meeting. The Treasurer's written financial report shall be recorded in the minutes.

31 Special Expenditure

When special projects are considered, they will be costed as far as possible and the Treasurer will advise the Committee on possible ways of funding. Money raised from grants and other fund-raising activities for specific projects will be kept separately in a designated fund.

32 Financial Advice

Where the Society requires financial advice outside the normal experience, the treasurer shall seek what professional advice is required and advise the Committee.

33 Presentation of Accounts for Independent Examination

The Treasurer shall close the annual account on 30th September each year and prepare income and expenditure statements and a balance sheet for presentation to the Independent examiner of accounts by the 2nd Monday in the following month.

The audited accounts shall be circulated as part of the agenda for the Society's Annual General Meeting signed by the Independent examiner of accounts and Treasurer.

34 Mid Term Vacancy

Where for any reason the Treasurer ceases to hold office the Committee of Management will appoint an Acting Treasurer and ask the Independent examiner of accounts to carry out an interim audit in preparation for the new Treasurer taking up office.

35 Membership Fee

The Treasurer shall advise the Annual General Meeting of any changes required in the membership fee for the current financial year and the Annual General Meeting will consider and decide on the membership fee.

INDEPENDENT EXAMINER OF ACCOUNTS

36. Appointment of Independent examiner of accounts

The Independent examiner of accounts shall be appointed at each Annual General Meeting and shall hold office until the close of the following Annual General Meeting.

37. Eligibility

The Independent examiner of accounts must not be an officer of the Society or a member of the Committee but otherwise any person, member or not who has agreed to carry out the duty may be nominated and appointed year by year at the Annual General Meeting.

38. Mid Term Vacancy

Where for any reason the independent examiner of accounts(s) ceases to hold office, the Committee will appoint a replacement independent examiner of accounts as soon as is practicable and record the action in the minute

EXAMINATION OF ACCOUNTS

39. **Audit Procedure**

The Independent examiner of accounts shall receive the draft accounts, payments, receipts files, bank statements and bank book from the Treasurer within two weeks of the end of the financial year, each year, and will examine them and agree final accounts as an accurate and fair record based on the documents of the Society's financial transactions for the year.

40. **Tax Liability**

If the Society is liable to corporation tax on any investment interest accruing during the year these matters must be addressed with HMRC and VAT Inspectors by the Treasurer and Independent examiner of accounts.

41. **Approval of Audit of Accounts**

The Annual General Meeting will consider the annual accounts presented by the Treasurer and/or the Independent examiner of accounts. Adoptions of the audited accounts will be proposed by a member other than the Treasurer and Independent examiner of accounts. The Independent examiner of accounts may raise at the Annual General Meeting any financial matters which require the attention of the Society.

42. **Availability of Audited Accounts**

Any member has the right to request a copy of the adopted audited accounts from the Secretary who will provide a copy within 2 weeks of the request.

GENERAL MEETINGS

43. **Annual General Meetings**

- (a). The Annual General Meeting shall be held annually, at such times as the Committee shall determine as soon after the audit of accounts is completed as is convenient.
- (b). The notice of the AGM shall be sent to every member entered in the list of members by an appropriate method, post, or a suitable electronic method.
- (c). The Committee shall give at least six weeks' notice of the meeting.
- (d). Changes to the constitution will be voted on at a General meeting.
- (e). The Committee will give members sufficient time before the meeting to consider the proposed changes.
- (f). In the event of a member proposing changes to the constitution, they must give notice of the change (in writing), to the secretary, at least twenty-eight days before the date of the general meeting at which it is to be considered.
- (g). An alteration, to the constitution, will require the approval of a two-thirds majority of individual members of the Association present and voting at a General Meeting providing the meeting is quorate.

44. **Special General Meeting**

A Special General Meeting shall be held whenever the Committee thinks expedient or whenever a written requisition for such a meeting by ten members is delivered to the Secretary. A Special General Meeting shall be convened by the Committee within four weeks of receipt of request. Should the Secretary fail to convene the meeting, the members signing the requisition may convene such meeting by giving such notice themselves.

45. **Agenda Items**

Agenda items must be notified in writing to the Secretary twenty-eight days prior to the meeting.

46. Notices of Motions

Motion or motions must be notified in writing to the Secretary twenty-eight days prior to the meeting signed by the proposer(s) and seconder(s).

47. Changes in Rules

Changes in rules must be notified in writing to the Secretary twenty-eight days prior to the meeting signed by proposer(s) and seconder(s).

48. Voting at General Meetings

Every member present at a General Meeting and not otherwise disqualified shall have one vote and where the votes cast in any matter are equal then the Chair shall have the casting vote in addition to his/her vote as member. Members have one vote irrespective of the size or number of plots. If the plot is in more than one name, then only one member can vote. Associate members do not have the right to vote.

Members who are unable to attend a General Meeting may vote on agenda items and the election of committee members on the election paper provided and submit it to the secretary at the CAGA post box by the date required by the Association.

49. Quorum at General Meetings

A quorum at General Meetings shall consist of twenty or one-third of the voting Members of the Association, whichever is the lower. Voting members are defined in paragraph 48 above.

50. Discussions at Meetings

No political or sectarian issue shall be raised or discussed at General Meetings.

51. Dissolution of Association

If the Committee, by a simple majority, decides at any time on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote, of which meeting not less than twenty one days' notice stating the terms of the resolution to be proposed thereat shall be posted in a conspicuous place or places in the area any National body to which the Association is affiliated. If such a resolution shall be confirmed by a simple majority of those present and voting at such meeting the General Committee shall have the power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable or other purposes as the Committee may decide.

Secretary

Margaret Lambert

8th September 2026