

# CONSTITUTION OF THE OXFORD & DISTRICT FEDERATION OF ALLOTMENT ASSOCIATIONS

## 1. Name

1.1 The name of the body governed by this Constitution shall be "The Oxford & District Federation of Allotment Associations".

## 2. Definitions

2.1 In this Constitution:

"the Federation" means the Oxford & District Federation of Allotment Associations;

"Association" means any allotment association that is a member of the Federation;

"Majority" at any meeting means majority of those present and voting; and

"Executive Committee" means the executive committee of the Federation.

## 3. Objectives

3.1 The objectives of the Federation shall be:

- (a) to promote, support and safeguard the welfare of the Allotment Associations in Oxford and to those Associations approved by the Executive Committee;
- (b) to provide links to administrative advice and support;
- (c) to act as an invited arbitrator where necessary on any internal allotment disputes;
- (d) to represent Associations and offer support if necessary in any dealings with Oxford City Council and other public bodies.

## 4. Membership

4.1 All Allotment Associations within the Oxford district shall be eligible to join the Federation if they agree with the objectives of the Federation and they pay their annual subscription fee.

4.2 A subscription payment provides an allotment association with membership of the Federation for the period which runs from the date of the AGM or the date of payment of the subscription for that year.

4.3 Each Allotment Association is entitled to send one elected committee member for its first 100 members or part thereof, plus another for each additional 100 members or part thereof to cast a vote at General Meetings of the Federation;

4.4 Subject to space, up to 2 (non-voting) Association members may attend and speak at General Meetings.

## 5. Officers and Executive Committee

5.1 The Officers of the Federation shall be the Chair, Vice-Chair, Secretary, and Treasurer. Their duties shall include:

- (a) The Chair - to chair all General and Executive Committee Meetings; the Chair shall have a casting vote.
- (b) The Vice-Chair - to chair General and Executive Committee Meetings if the Chair is unable to do so;
- (c) The Secretary - to handle the Federation's correspondence; to maintain minutes of meetings;
- (d) The Treasurer - to handle the Federation's financial business including collection of annual subscriptions and present financial reports to General Meetings.

5.2 The general and financial business of the Federation shall be controlled and carried on by the Executive Committee, subject to the decisions of General Meetings. The Executive Committee shall consist of:

- (a) The Officers;
- (b) Up to 4 additional committee members

- 5.3 The Executive Committee may co-opt 4 additional members, for a term expiring not later than the next following AGM.
- 5.4 Meetings of the Executive Committee shall be open to members of the Federation as by request from the Chair(s) of individual Association(s).
- 5.5 The Executive Committee may fill any vacancy occurring among the Officers or the Committee Members. Any vacancy in the Chair shall be filled from amongst the existing Executive Committee members.
- 5.6 The Executive Committee may assign special responsibilities to any of its members, which may include duties of the Officers.
- 5.7 The Officers shall convene a meeting of the Executive Committee within one month after taking office.
- 5.8 The Executive Committee shall meet at least quarterly and not less than four times in a year.
- 5.9 The Executive Committee may appoint sub-committees for any specified purpose. No sub-committee or Executive Committee member may take action on behalf of the Executive Committee beyond their terms of appointment. All sub-committees shall report on their activities to the Executive Committee and may include persons who are not members of the Executive Committee and may delegate authority to take actions on their behalf.
- 5.10 In urgent circumstances the Officers may act on behalf of the Executive Committee. They shall report on such actions to the Executive Committee as soon as practicable.

## **6. Election of Officers and Executive Committee**

- 6.1 The Officers and Committee Members shall be elected by and from elected committee members of the Associations at the time of the Annual General Meeting. If an election is contested, there shall be a vote.
- 6.2 The term of office of Officers and other Committee Members shall be from one AGM to the next. They shall be eligible for re-election.
- 6.3 Nominations for election shall be invited in the notice summoning the AGM, posted to the Secretary of each Association.
- 6.4 No person may be elected to hold more than one Office.

## **7. General Meetings**

- 7.1 The Annual General Meeting shall be on a day appointed by the Executive Committee, in March /April.
- 7.2 The business of the AGM shall include:
  - (a) to approve the Minutes of the last AGM;
  - (b) to receive a report from the Chair on the activities of the Federation and the Executive Committee since the previous AGM;
  - (c) to approve the Accounts of the Federation and to receive a report from the Treasurer;
  - (d) to appoint for the current Financial Year (i) Auditors if required or (ii) a person(s) to produce an independent report on the accounts for a General Meeting;
  - (e) to consider any motion which has been submitted in writing by an Association to the Secretary at least 7 days before the AGM;
  - (f) to elect Officers and Committee Members of the Executive Committee;
  - (g) to set the Federation membership fee for the next Financial Year.
- 7.3 The Secretary shall give all Associations at least 21 days written notice of the time and place of the AGM. Such notice shall specify all business to be conducted at the meeting. The Secretary shall include with this notice a request for the Federation membership fee for the coming year. Associations are required to have paid this fee before the start of the AGM in order to be entitled to vote.

- 7.4 The AGM may by a two-thirds majority agree to consider urgent or important business which has arisen since notice of the AGM was given.
- 7.5 A special General Meeting may be convened by the Officers, or by the Executive Committee; and shall, by the written request signed by at least 5 Associations be convened by the Secretary so as to be held within 28 days from the receipt of this request. At least 14 days written notice shall be given to all Associations. The meeting shall only consider business stated in the notice convening it. Failure to convene a valid meeting within 14 days shall permit the meeting to be convened on behalf of (and at the expense of) the Federation by any of the original requisitioners.
- 7.6 7 Associations (or one-third of the membership), shall form a quorum at any Annual General Meeting. A quorum is not required to receive reports and accounts. A meeting may continue without a quorum if no Association present objects.
- 7.7 Minutes shall also be kept of any meetings of the Executive Committee.

## **8. Associations**

- 8.1 (a) The Officers of each Association shall provide name, mailing address and phone number for their Chair, Treasurer and Secretary to the Federation Secretary. It is the responsibility of the Officers of each Association to update this information as necessary.
- (b) The Officers of each Association shall also provide details of the site and total number of occupied, vacant but lettable, and vacant but over-grown plots on their site to the Secretary of the Federation prior to each AGM.

## **9. Finance**

- 9.1 The Federation's accounting period shall be annual, ending on 31 December.
- 9.2 The Treasurer shall keep, maintain for six years, and pass to his or her successor accounting records which shall be available for inspection.
- 9.3 The Treasurer shall annually produce accounts which shall be approved by the Executive Committee.

## **10. Constitution and Interpretation**

- 10.1 Amendments may only be made by a two-thirds majority at a quorate General Meeting.
- 10.2 Details of any proposed amendment shall be sent to all Associations with the notice of the General Meeting.
- 10.3 One copy of the Constitution shall be kept with the minutes of the Federation. Any Association shall be provided with a copy of the Constitution on request.
- 10.4 In the event of any question of interpretation arising, or any question on which this Constitution is silent, the Executive Committee shall have power to act according to its interpretation of the Constitution, or at its discretion.

This constitution was re drafted at September 2007 Federation meeting.  
Delegates voted to recommend this to ODFAA at its next AGM on April 10<sup>th</sup>, 2008.  
Constitution voted on and accepted unanimously.  
Section 4.2 included by unanimous vote January 2013.