

# LEEDS ALLOTMENTS FEDERATION

## RULES & CONSTITUTION 2019

**TITLE:** The name of the group shall be **Leeds Allotments Federation (LAF)** (referred to as 'The Federation' in this document).

Formerly known as the Leeds & District Allotment Gardeners Federation (LDAGF) and the Leeds and District Gardeners Federation (LDGF)

### **OBJECTIVES:**

1. To provide mutual support to member allotment associations and associate members on self-managed sites by providing opportunities to share knowledge and experience of self-management through formal and informal meetings.
2. To support member groups and associate members on council managed sites and where appropriate encourage them to become self-managed by offering information and help to set up a management committee, write a constitution and rules and other policies and procedures.
3. To promote the Federation and the many benefits of the allotment movement by supporting local allotment associations and, when possible, by having a presence at flower and vegetable shows held locally and nationally.
4. To encourage all allotment associations in Leeds to become members of the Federation by advertising the benefits of membership through direct contact with associations and site representatives.
5. To provide good communication between member associations by:
  - a) holding a minimum of 5 meetings per year including the AGM;
  - b) keeping the Federation website updated;
  - c) through email, post and other means agreed by the Federation Officers. Twitter, Facebook, Instagram may also be used.
6. To encourage and support the provision of a range of learning opportunities provided by members and members associations or other providers.
7. To support the annual allotment competition in Leeds by setting up a sub-committee to set the criteria and judging arrangements. Selecting and training judges and arranging the Awards Evening
8. To seek funding for promoting the Federation's work by applying for grants, seeking donations and by other fund-raising activities.
9. To support through discussion and negotiation the statutory provision of allotments in Leeds (under the various Allotment Acts). Such provision to include retention, expansion and development.

10. Officers of the Federation to represent member associations in consultations and negotiations with LCC and its Officers by attending formal and informal meetings related to the management and future of the allotment service in Leeds.

11. To help facilitate dialogue between member associations and their members regarding allotment issues.

## **CONSTITUTION AND RULES**

### **1 MEMBERSHIP**

- a) Membership shall be open to self-managed allotment associations, allotment groups and individual associate members within Leeds, sharing the objectives of the Federation.
- b) The Federation will have the power to expel any individual, Officer or Association failing to comply with the rules and objectives or behaving in a manner likely to bring discredit to the Federation.
- c) The Federation and its members are committed to policies and actions which ensure that the people it represents are not discriminated against on the basis of disability, race, colour, ethnic origin, religion, age, sexuality or gender.

### **2 MEMBERSHIP FEES**

- a) The Federation's membership year shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.
- b) The annual membership fee is paid to the Federation Treasurer. Allotment Associations or Groups pay on behalf of their members. Associate members pay directly to the Federation Treasurer. If fees are not paid by 31<sup>st</sup> March membership lapses.
- c) Fees shall be agreed at the fourth Federation Meeting annually for ratification at the next AGM (any change to apply from the following January).

### **3 MANAGEMENT**

- a) The Federation shall be managed by the Federation Committee.
- b) The President and Vice President who must be members, shall have an advisory role.

- c) The Officers of the Federation, who must be members, shall be the Chair, Vice-Chair, Secretary, Treasurer and Publicity Officer.
- d) The Federation Committee shall consist of the Officers and one representative from each member Association or Group. These will be entitled to vote at all Federation meetings.
- e) The term of office for each of the officers shall be three years in rotation: Vice-Chair and Secretary; Chair and President; Publicity Officer, Vice-President and Treasurer. Retiring officers shall be eligible for re-election. Nominations for vacant officer positions shall be sent to the Secretary at least two weeks before the Annual General Meeting.
- f) All matters at meetings and the AGM or EGMs shall be decided on a majority vote of voting members present, subject to the following:  
Associations or groups with
  - i. 1-39 members = 1 vote
  - ii. 40 -79 members = 2 votes
  - iii. 80 -119 members = 3 votes
  - iv. 120 - 159 members = 4 votes
  - v. 160 - 199 members = 5 votes
  - vi. 200 - 239 members = 6 votes
  - vii. 240+ members = 7 votes
- g) Note: It is understood that representatives attending a meeting and voting are representing the views of their site/association. It is the responsibility of each association to decide how this collective view is obtained. In the event of a tied vote the Chair shall have a casting vote.
- h) Other Federation members may attend meetings but may not take part in any vote.

#### 4 FINANCE

- a) The Federation's financial year shall be from 1st January to 31st December.
- b) The income and property of the Federation shall be applied solely towards promotion of the objectives.
- c) The Treasurer shall maintain proper accounts and make a verbal statement at each Meeting. Prepared year-end accounts shall be independently checked by a suitably qualified individual. A certified copy of the accounts shall be available to Federation members at the AGM or an EGM called for this purpose.

- d) A bank account will be held to manage day to day finances and any additional funds should be deposited in a suitable savings account. All such accounts shall be approved by the Federation Committee.
- e) Signatories for these accounts shall be approved by the Federation Committee and shall normally be officers. Payments by cheque shall require two signatures; payments by debit card or online payments shall be authorised in writing by two of the official signatories or by online dual authorisation.
- f) A member of the Federation Committee is entitled to be reimbursed from the funds of the Federation for reasonable expenses properly incurred when acting on behalf of the Federation.
- g) Federation Committee members' may benefit from trusted persons insurance cover purchased at the Federation's expense.
- h) All assets valued at £250 and over to be recorded in an Asset Register held by the Federation's Treasurer showing date of purchase, the items location and the current keeper's contact details

## **5 MEETINGS**

Meetings shall be called as detailed below for which the Secretary shall keep proper minutes and records. A quorum for these meetings shall be 12 members of the Federation Committee. Agendas shall be sent to member Associations, Groups, and other voting members at least fourteen days prior to these meetings.

### **Federation Committee Meetings:**

- a) Five meetings shall be held each year
- b) The Federation Committee shall have the power to appoint delegates to other bodies, to co-opt and to form sub-committees.
- c) Items under 'Any Other Business' are at the Chair's discretion.

### **Annual General Meetings:**

The Annual General Meeting shall be held in March, chaired by the current Chair, at which: -

- a) The minutes of the previous Annual General Meeting shall be read and approved.
- b) The Officers due by rotation or otherwise shall be elected. (voting as at Point 3 (f) above).
- c) The independent examiner shall be approved and fee agreed if known.
- d) Reports shall be given by Officers, to include the annual finance report.
- e) The Membership fee for the following November shall be ratified.
- f) Any proposed changes to the Federation objectives, constitution or rules shall be put for adoption.
- g) Federation Committee Members' expenses may be approved up to an agreed maximum figure.
- h) Matters not on the agenda under 'Any Other Business' are at the Chair's discretion.

### **Extra Ordinary General Meeting**

- a) The Federation Committee may call an Extra Ordinary General Meeting at any time by giving at least fourteen days written notice to members.
- b) Twelve vote holding members may demand an Extra Ordinary General Meeting by giving the Secretary at least twenty-one days written notice, or twenty-eight days written for rule changes.

## **6 RULE CHANGES**

Any additions or alterations to the Rules of the Federation may only be made by a majority of voting members present at an AGM or EGM.

## **7 DISSOLUTION**

A Resolution to dissolve the Federation shall require a two-thirds voting majority at an Extra Ordinary General Meeting convened for this specific purpose. In the event of the Resolution receiving the necessary support a Dissolution Committee shall be appointed comprising an equal number of officers, representatives of

Member Associations and other individual Federation members subject to a maximum overall number of nine to: -

- a) Return trophies to the donors, their heirs and successors if known.
- b) Liquidate the affairs of the Federation and if there be any surplus of assets these should be disposed of: -
  - i. By distribution to Member Associations and Groups, pro-rata to the number of members of each Association when the last payment of fees was made, and to other Associate Members in proportion,
  - ii. and/or to Gardening Charities,
  - iii. and/or to other beneficiaries considered worthy by the Dis-solution Committee, which shall have sole discretion about the full distribution.

## **8 GENERAL**

- a) The Federation Committee may deal with any immediate matter not provided for in these Rules.
- b) The above Rules of the Leeds Allotments Federation were proposed and accepted at the Annual General Meeting held on 22nd March 2018; all previous versions were thereby superseded.