

Thomson Terrace Allotments C.I.C. (TTACIC) Constitution

1 Name

1.1 The name of the Company is Thomson Terrace Allotments C.I.C. (TTACIC).

2 Objective

2.1 The objective of the Company is:

- .i To serve as a community-based allotment provider focused on cultivating produce and flowers while facilitating various community activities. These activities aim to foster community cohesion, enhance mental well-being through physical exercise and social engagement, and deepen environmental awareness.
- .ii To maintain and improve the facilities and the condition of the site and to encourage and educate others to do the same and ensure that as many plots as possible are tended.
- .iii To manage the allotment site responsibly, respecting the environment and the terms of the Lease with Oxford City Council(OCC).
- .iv To work with Oxford City Council(OCC) and the Oxford & District Federation of Allotment Associations(ODFAA) and other organisations and individuals in furtherance of our objectives

3 Membership

- 3.1 The Company will consist of every member who has entered into an agreement with TTACIC for the letting of an Allotment plot(TTACIC License to Occupy Subscription) and whose current rental is not in arrears.
- 3.2 A member of the Company will be entitled to vote at Company meetings. A member who rents more than one plot will not be entitled to more than one vote.
- 3.3 A person who works a plot with a member will be entitled to Associate Membership of TTACIC provided they countersign the rental agreement. An associate member cannot vote at a general meeting save that a member who is not present may authorise one associate member to vote on his/her behalf. An Associate Member may sit on the committee of the Company.

4 Powers and Duties of the Directors and Committee

- 4.1 Subject to the TTACIC Articles of Association, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.
- 4.2 Committees to which the Directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the TTACIC Articles of Association which govern the taking of decisions by Directors.
- 4.3 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director:
 - .i by ordinary resolution; or
 - .ii by a decision of the Directors.
- 4.4 A Management Committee will conduct the affairs of TTACIC Association delegated by the Directors. The Committee consist of a Chair, Treasurer, Secretary, Field Secretary (collectively 'the Officers') and up to five other general members. All members of the Committee must be members or associate members of TTACIC.
- 4.5 The Committee must retire at the Annual General Meeting and will be eligible for re-election.
- 4.6 Appointment and retirement of Directors is subject to TTACIC Articles of Association.
- 4.7 The committee may fill any casual vacancies when necessary, and such members will hold office until the next AGM.
- 4.8 A quorum will be four committee members, including at least one officer. The Committee will meet monthly. Minutes of all meetings shall be kept by the Secretary and circulated to all members by email.
- 4.9 The Committee may delegate tasks to a volunteer member of TTACIC, but any such delegate need not be a member of the committee.
- 4.10 The Committee will be responsible to:
 - .i conduct negotiations with the Oxford City Council (OCC) for the use of Thomson Terrace Allotments C.I.C.
 - .ii recommend the fixing of rents for allotment plots and such other levies as may be necessary to meet the needs of the Association;
 - .iii order of work and/or materials necessary for the day-to-day maintenance and upkeep of the Association's property;
 - .iv management of the Association's business, including the letting of plots, auditing conditions of plots, collection of rents, giving of notices and the like. The appointed officers shall undertake their respective duties under the Committee's direction and authority.
 - .v ensuring compliance with the terms of the OCC lease.
 - .vi ensuring compliance with the TTACIC License to Occupy, TTACIC Constitution and the TTACIC Rules.

- 4.11 The Committee may authorise payments for works or materials necessary for the maintenance of the site, subject to obtaining approval at a General Meeting before incurring any major expenditure. Major expenditure means a sum of £500 or more or such other figure as shall be agreed by the Company at a General meeting.

5 General Meetings

- 5.1 The Annual General Meeting will be held no later than 14th October each year.
- 5.2 A quorum shall be twelve members for any general meeting.
- 5.3 At the Annual General Meeting:
- .i The Chair's report for the previous year ending 31st August shall be submitted for approval.
 - .ii Audited accounts will be presented.
 - .iii Election of Officers and Committee for the coming year.
 - .iv A person who is not a Committee member and need not be a member or associate member of TTACIC will be appointed to audit the accounts.
 - .v Any other business for which written notification has been provided.
- 5.4 Extraordinary General Meetings may be called by the Committee, or upon the request, in writing to the Secretary, of at least ten members.
- 5.5 Members shall have fourteen days' notice, in writing (via email), of all general meetings. The date, time, place, agenda of all general meetings and annual general meetings and all proposed resolutions for consideration shall also be posted on the site noticeboards not less than seven days in advance of the meeting date.

6 Decisions at Committee and General Meetings

- 6.1 Committee business will be decided by a majority of those present. In the event of a tie, the Chair shall have the casting vote.
- 6.2 At General meetings, resolutions will be passed by a majority of voting members present. In the event of a tie, the Chair shall have the casting vote.
- 6.3 If the Chair is absent from a meeting the next senior officer (in order Treasurer, Secretary, Field Secretary) shall act as Chair. In the event that no Officer is present at a General Meeting those present shall select one of themselves to act as Chair.
- 6.4 An associate member may vote on behalf of their plot's member if that member is not present. Postal and Proxy votes will not be allowed unless there is a proposed major change to the Constitution of the Company

7 Bank Account

- 7.1 The Committee shall open a bank account in the name of the Company. The signatories shall be the Treasurer, the Chair and the Secretary, and all cheques must be signed by at least two of the three signatories.

8 Allotment Rules for Members

- 8.1 The rules are designed to provide a framework for mutual support between plot holders and to ensure that the area is maintained to the standards required by the lease with Oxford City Council. It is a condition of the License to Occupy Subscription that they are complied with by the members. Every member will be provided with a copy of the TTACIC Constitution and the TTACIC Rules with the Subscription Agreement. Copies of Health and Safety are attached to Shop and will be provided on the website.

9 Amendment to the Constitution and Rules

- 9.1 The TTACIC Constitution and TTACIC Rules may be varied from time to time by resolution of the Committee members at a General Meeting. However, no change may be proposed for consideration, which would be contrary to clause 4.10(v) of the Constitution relating to compliance with the terms of the Agreement with the Corporation.

10 Termination of the Company.

- 10.1 The TTACIC will be dissolved: a) If the lease with the Oxford City Council is terminated b) 66% of all voting members vote for a motion of termination at a Special General Meeting called for that purpose. Members may provide proxy and postal votes for a termination motion.
- 10.2 On dissolution of the Company, for whatever reason, any monies remaining after payment of all expenses, outstanding debts, claims and disposal of assets shall be donated to an appropriate charity (preferably one related to horticulture)