

Procedure when a byelaw, clause of the lease or registered rule is broken

Step 1: Initiate conversation

The Committee will contact the Member and explain the problem in a reasonable and friendly manner. The Member should be informed of which rule has been broken and the necessary steps to address this and (if appropriate to the situation) offered support or assistance in order to resolve the situation. Record of the date and subject of this contact should be kept.

Step 2: Check that the problem has been addressed

After a period of time proportionate to the problem, the Committee will check that action has been taken by the Member and that the rule is now being complied with.

Step 3: Official warning

If the situation has not improved, the Committee will issue an official written warning by email or by post.

The written warning should state clearly:

- What steps need to be taken by the Member.
- The deadline by which these need to be completed.
- That this notice constitutes an official warning and will be followed by further action, if required.

If the official warning cannot be issued in writing via e-mail or post, it should be done in person or over the phone, ideally with another Committee member in attendance.

A copy of this official notice should be kept.

Step 4: Final warning

If the problem has not been rectified by the deadline given above, the Committee will issue a final written warning by email or by post.

The final warning should state:

- What steps need to be taken by the Member.
- The final deadline by which these need to be completed.
- The risk of eviction should the problem not have been rectified by this date.

If the final warning cannot be issued in writing via e-mail or post, it should be done in person or over the phone, ideally with another Committee member in attendance.

A copy of this final warning should be kept.

Step 5: Eviction

If the problem has not been rectified by the deadline given above, the Committee will notify the Member in writing by email or by post that they have forfeited their plot.

The eviction notice should state:

- Why the Member is being evicted, including a brief summary of the procedures followed above in this case.
- That the Member has one month from the date of the notice to collect their belongings.

Members unable to collect their belongings by this date should liaise with the Committee to make alternative arrangements.

Appeals

An appeal from the decision of the Committee may be granted at an Annual or a Special General Meeting upon written application signed by not less than ten members.