

# The Patch Allotment Association Rules.

(As amended by A.G.M. on 08/06/1997, 25/03/2012, 23/03/2013, 2017 & 2018).

1. The name of the Association shall be The Patch Allotment Association. **Name**
2. The objects of the association shall be:- **Objects**
  - a) To promote the interests of the members of the association and allotment holders and gardeners generally.
  - b) To co-operate with the government, local authorities, Commission For The New Towns or others, to further the interests of allotment holders.
  - c) To take such steps as may be required by the local authority or otherwise for the good management and cultivation of allotments.
  - d) To protect members from damage, trespass and theft.
  - e) To appoint representatives to other bodies or local committees concerned with establishing or managing allotments.
  - f) To arrange for the instruction in horticulture, also lectures, discussions, exhibitions and competitions and to distribute literature.
  - g) To arrange for the economical purchase for members of seeds, plants, fertilisers, equipment and other materials (but always without any loss to Association funds).
3.
  - a) The Association members shall consist of holders of allotments at "The Patch" who have paid their subscriptions and other dues. **Members**
  - b) After the Annual General Meeting in 1978 the Committee may admit to Associate membership (but without voting rights) other gardeners in the locality. **Associate Members**
4.
  - a) Members shall pay an annual subscription as determined by the committee, but which will be subject to the approval of the Annual General Meeting. Such subscriptions shall be due on the 14th October each year. **Entrance Fees subscriptions**
  - b) Any Member who has not paid his subscription by the last day of December in any year, shall be deemed to have resigned. (AGM 24/03/2013)
5. **Officers**

The officers shall be Chairman, Treasurer, Secretary, Site Rep, and Auditors, who shall (with the exception of the Auditors) be ex-officio members of the committee. Where there is no member willing to be Secretary or Treasurer the committee may appoint others to carry out the functions of those offices under their direction
7. **Committee**
  - a) The affairs of the Association shall be conducted by the committee of management of not more than fifteen members.
  - b) The committee and other officers shall retire at the Annual General Meeting, but shall be eligible for re-election.
  - c) A quorum at committee meetings shall not be less than five members, at least two of whom should be officers.
  - d) Casual vacancies shall be filled by the committee and the members so appointed shall hold office until the next Annual General Meeting following.
  - e) Trustees will be appointed by the Management Committee. There should be a minimum of 2 Trustees with a maximum of 5. They should serve for a 5 year term and can stand for further five year terms. Trustees should not be appointed from members of the Committee. **Trustees**
  - f) The trustees enable the PAA to become a legal entity and their duties are to oversee workings

of the PAA and ensure its compliance to its legal requirements.

g) The PAA have an obligation and a requirement to provide indemnity insurance for the Trustees.

7.1

#### **General Meetings**

a) The Annual General Meeting at which the audited accounts, treasurer's report and secretary's report shall be submitted and at which the election of officers and committee for the ensuing year shall be conducted, shall be held not later than June each year.

b) Other general meetings shall be held at such times as the committee or a general meeting shall determine.

c) Twelve members shall form a quorum, and in case of equal voting the chairman shall have a casting vote.

d) Special general meetings shall be called on the requisition in writing of at least 15 members.

e) At least fourteen days' notice shall be given of a general meeting.

7.2

#### **Voting at meetings**

a) At any meeting each member being a plot holder shall have one vote and where a plot is let to more than one person only one of those persons may vote on any issue to the vote.

b) Subject to these rules where there is an equality of votes the chairman of the meeting may cast a second vote.

8. No party-political or sectarian discussions shall be raised or resolutions proposed at any committee or other meeting of the association.

#### **Discussions at meetings**

9. a) The committee shall open a banking account in the name of the association with such bank as the committee may select, and all monies received from any source by the committee or any officer on behalf of the association shall be paid into that account.

#### **Bank account**

b) Cheques shall be signed by the treasurer and an officer of the committee duly authorised by the committee and as recorded in the minutes of its meeting.

#### **Funds**

c) All receipts and payments shall be recorded in the proper books of account.

#### **Books of Account**

10. Unless a qualified accountant is appointed there shall be appointed two auditors who are not members of the committee to audit the accounts.

#### **Audit**

11. Minutes shall be kept in a book of all proceedings of the association or any committee.

#### **Minutes to be kept**

12. The association may terminate by written notice the membership of any member whose conduct is proved to their satisfaction at a general meeting to be detrimental to the interests of the association.

#### **Expulsion of members**

13. These rules may be amended, or the association may be dissolved by a 2 to 1 majority of those present and voting at a special general meeting of which fourteen days' notice shall be given provided the object for which the meeting is called and the amendment proposed have been stated in the notice convening the meeting.

#### **Amendment of rules**

#### **Dissolution**

14. On the dissolution of the association its funds and other assets (or the proceeds after their sale) remaining after meeting all its liabilities shall be transferred to another like association or to a charity as the meeting duly convened under Rule 13 shall determine.

#### **Assets on Dissolution**

15. Matters not provided for in these rules shall be dealt with by the committee at their discretion.

#### **Matters not provided for.**