

RULES OF THE SUNNYSIDE ALLOTMENT SOCIETY

AFFILIATED TO:

THE NATIONAL SOCIETY OF ALLOTMENT AND
LEISURE GARDENS LTD
O'DELL HOUSE
HUNTERS ROAD
CORBY
NORTHANTS
NN17 1JE

22.2.97

RULES OF THE SUNNYSIDE ALLOTMENT SOCIETY

NAME AND OBJECTIVE

1. **Name:** The name of the Society shall be: The Sunnyside Allotment Society
2. **Objectives:** The objective of the Society shall be to promote the cultivation of allotments and encouraging their proper use.
3. **NB:** *The Society shall not take part in any Parliamentary, County Council, Municipal or other Local Government Elections.*

USE OF NAME

4. **Use of Name:** The name of the Society shall be mentioned in all business letters of the Society, notices, advertisements and other official publications of the Society, and in all bills of exchange promissory notes, endorsements, cheques and orders for money or goods, purporting to be signed by or on behalf of the Society, and in all bills, invoices, receipts and letters of credit of the Society.

MEMBERSHIP

5. **Members:** The Society shall consist of all tenants of Sunnyside Old and New Allotments and such persons as admitted by the Committee.
6. **Subscriptions:** Members shall be invited to pay an annual subscription of such sum not exceeding **£5.00 per annum** as may be determined by the Committee for administration expenses.
7. **Cessation of Membership:** A members shall cease to be a member in the following eventualities:
 - The member's death
 - The member's lapse of tenancy
 - The expulsion of a member who does not comply with the conditions of his/her tenancy.

REGISTER OF MEMBERS

8. **Register of Members:** The Society shall keep a register of members in which the Secretary shall enter the following particulars:
 - the names and addresses of the members
 - the date at which each person was entered in the register as a member, and the date at which any person ceased to be a member.
 - the names and addresses of the officers of the Society, with the offices held by them respectively and the dates on which they assumed office

INVESTMENTS

9. **Investments:** The Committee may invest funds of the Society in or upon any of the securities referred to in Section 31 of the Industrial and Provident Societies Act 1965, but not otherwise.

GENERAL MEETINGS

10. **Ordinary General Meetings:** The Annual General Meetings and other Ordinary General Meetings shall be held at such times as the Committee or a General Meeting shall determine.
11. **Special General Meetings:** A Special General Meeting shall be held whenever the Committee or Management think expedient or whenever a written requisition for such a meeting signed by 5 members is delivered to the Secretary. Should the Secretary fail to convene such a Special General Meeting within four weeks after delivery to him/her of such requisition, the members signing the requisition may convene such meeting by giving such notice as is mentioned in Rule 12.
12. **Notice of General Meetings:** At least seven days' notice in writing of every General Meeting, stating the business to be transacted at such meeting, shall be sent to every member at his address entered in the register of members and no other business than that stated in the notice shall be transacted at such meeting.
13. **Voting at General Meetings:** Every member present at a General Meeting and not otherwise disqualified shall have one vote and where the votes cast in any matter are equal the then presiding officer shall have a casting vote in addition to his vote as a member. Members who are not tenants shall not have the right to vote on questions affecting tenant members only.
14. **Presiding Officer at General Meetings:** At all General Meetings the Chairman, or if he be not present, a chairman elected by the meeting, shall preside.
15. **Quorum at General Meetings:** Unless otherwise determined by a previous General Meeting, a quorum at General Meetings shall consist of five members.
16. **Discussions at Meetings:** No political or sectarian issue shall be raised, or resolutions of that character proposed, either at any Committee or General Meeting of the Society.

OFFICERS AND COMMITTEE OF MANAGEMENT

17. **Who are Officers:** The Society shall have the following officers: a Chairman, a Secretary, a Treasurer, five (5) Committeemen or such other numbers as may be determined by a resolution of a General Meeting, and any other officers who may appear to the Committee of Management to be necessary for the conduct of the Society's business.
18. **Committee of Management:** The Committee of Management shall consist of the Officers and the Committeemen. Until the first Annual General Meeting the signatories to the application for registry of the Society shall constitute the Committee of Management.
19. **Election of Officers:** The Chairman, Secretary and Treasurer shall be elected by the Annual General Meeting and shall hold office for one year, but shall be eligible for re-election.
20. **Election of Committeemen:** Committeemen shall be elected from amongst the members of the Society by a vote of the majority of members present and entitled to vote at an Annual General Meeting, and the Society in General Meeting may from time to time determine the period for which Committeemen shall remain in office, the order in which

they shall retire, and whether on retirement they shall be eligible for re-election. If any officer shall die, resign or be removed, or become unfit to act, the Committee may fill the vacancy until the next Annual General Meeting, unless the vacancy has already been filled at a Special General Meeting.

21. **Removal from Office:** Any officer or member of the Committee may be removed at any time by a resolution of the majority of the members present at a Special General Meeting called for that purpose, which may proceed to fill the vacancy.
22. **Powers of the Committee of Management:** The Committee of Management shall have full power to superintend and conduct the business of the Society according to the rules thereof and, except as is otherwise provided in these rules, exercise on behalf of the Society for the purpose of accomplishing its objectives the powers conferred upon the Society by these rules, or otherwise.

MEETINGS OF THE COMMITTEE OF MANAGEMENT

23. **Quorum at Committee Meetings:** Unless otherwise determined by a General Meeting, a quorum at Committee Meetings shall consist of five members.
24. **Regular Committee Meetings:** Regular meetings of the Committee shall be held at intervals of two (2) months.
25. **Special Meetings of the Committee:** A Special Meeting of the Committee shall be held on the requisition in writing of at least three Committeemen.
26. **Conduct of Committee Meetings:** At all meetings of the Committee every question shall be decided by a majority of votes of those present, and if the votes are equal the presiding officer shall have a casting vote in addition to his vote as a member. The Chairman, or, if he be not present, a Chairman elected at the Committee Meeting, shall preside.

ALLOTMENTS SEPARATE ACCOUNT

27. **Allotments Separate Account:** A separate account shall be kept by the Society of all income and expenditure of the Society.

AUDITOR

28. **Appointment of an Auditor:** The first Auditor shall be appointed by the Committee and shall be approved by the General Meeting. Thereafter the Auditor shall be reelected on an annual basis.

BALANCE SHEET

29. **Copies of Audited Accounts:** The Secretary shall be supplied with copies of the last audited accounts together with the report of the Auditor on the accounts and balance sheet, and shall supply such copy gratuitously to every member or person having an interest in the funds of the Society, on demand.
30. **Balance Sheet:** The Society shall not publish any balance sheet which has not previously been audited by the Society's Auditor and any copy of a balance sheet published by the Society shall incorporate the report made thereon by the Auditor.

31. The Committee shall lay before the Annual Meeting the accounts as audited together with the report made thereon by the Society's Auditor.

INSPECTION OF BOOKS

32. **Inspection of Books:** Any member or person having an interest in the funds of the Society shall be allowed to inspect his own account, and the books containing the names of the members, including all the particulars in the duplicate register of members, at all reasonable hours at any place where the same are kept subject to such regulations as to the time and manner of such inspection as may be made from time to time by the general Meetings of the Society.

MEMBERSHIP WITH THE NATIONAL SOCIETY OF ALLOTMENT AND LEISURE GARDENERS LTD

33. The adoption of these Rules shall constitute an agreement to apply for one fully paid 10p Share in the National Society of Allotment and Leisure Gardeners Ltd and an agreement to pay such annual contributions as may be prescribed by the rules of the said Society.
34. **Inspection of Books:** Any ten members of the Society each of whom has been a member of the Society for not less than twelve months immediately preceding the date of the application, may apply to appoint an actuary or accountant to inspect the books of the Society and to report thereon.

DISSOLUTION OF THE SOCIETY

35. **Dissolution:** The Society may at any time be dissolved by the consent of a majority of the members, testified by their signatures to an instrument of dissolution.

COPIES OF RULES

36. **Copies of Rules:** A copy of the Rules of the Society shall be delivered by the Secretary to every person on demand and the Committee of Management shall provide the Secretary with sufficient copies of the said Rules for this purpose.

AMENDMENT OF RULES

37. **Mode of Amending Rules:** The Rules may be amended by resolution of a majority at a Special General Meeting. No amendment of rules is valid until registered.