

**ARTICLES OF THE CONSTITUTION OF
THE PATCHWAY PRETORIA ROAD ALLOTMENTS SOCIETY**

- 1) The Name of the Society shall be "The Patchway Pretoria Road Allotment Society" here after called "The Society"
- 2) The objectives of the Society shall be:
 - a) To promote the interests of the Members with regard to the proper cultivation, good management and enjoyment of the Allotments.
 - b) To maintain and improve facilities which will help Members to pursue these activities.
 - c) To maintain and improve the condition of the site as a whole and to encourage and educate others to do the same.
 - d) To take measures to protect Members and the site against damage, trespass and theft.
 - e) To conduct negotiations with Patchway Town Council (PTC) and, wherever possible, to co-operate with them, other allotment groups and other organisations and individuals in furtherance of Articles 2.a-d

3) Membership of the Society shall consist of:

- a) All plot holders who have paid up to date memberships fees
- b) A named tenant of Pretoria Road Allotments who, by mutual agreement, share the **use** of a plot with the paying tenant and who pays the membership part of the fees. The maximum number of additional members allowed per half or full plot is one (1)
- c) List of members: The Management Committee shall allocate the safe keeping of an alphabetical membership list, to the Secretary, the list shall comprise of:
 - i) Name
 - ii) Address
 - iii) Contact telephone number/ E-mail address
 - iv) Date of joining the society
 - v) Any individuals named under Article 3b

Any member may see their own entry in the official list of members and in their own interest should inform the secretary of any changes to that entry.

- d) Cessation of membership (as defined in Article 3a-c)
A member shall cease to be a member in the following eventualities:
 - i) The death of a member
 - ii) The member's resignation
 - iii) The Non-payment of annual rent for a period of forty five (45) days after the due date
 - iv) The expulsion of a member under Article 9d
- e) Membership Fees
 - I. Membership fees (plot rent +utilities + Membership) will be set at the AGM.
 - II. Membership fees are due for payment by the 1st October each year.
 - III. Any member who has not paid their membership fees by 14th November will cease to be a member of the Society ref. Article 3,d,iii
 - IV. Any member who has difficulty in paying their fees should contact the Treasurer or a Committee officer as soon as possible.
 - V. Any new member joining the Society after November 14th will be charged for each full month left of the financial year e.g. December the charge will be 10/12, June the charge will be 4/12.

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- 4) The Society shall be managed by an elected Committee consisting of Nine (9) members as defined in Articles 3 a-c

The Committee shall consist of:

Chairperson, Vice Chairperson, Secretary, Treasurer, Twelve (12)^{***} Other Committee Members

- a) The Chairperson, Secretary, Treasurer and at least Five (5) other members of the committee shall be residents from the area administered by PTC
 - b) The Committee shall be elected annually at the Associations AGM.
 - c) The Committee shall meet Bi-monthly, January, March, May, July, September and November. With a special meeting to be held in June to finalise the Societies arrangements for the Patchway Town festival
 - d) The March, May, June, September and November meetings being open for any member (as defined in Articles 3 a-c) to attend with the AGM taking place at the September meeting.
 - e) Any meeting of the Society shall only take place if the meeting is attended by a quorum of members. The quorum for Committee meetings being set at Five (5) members, one of which must be Chair, Vice Chair or Treasurer. The quorum for an open meeting being as above plus twenty % (20%) other members entitled to attend, In the event that the quorums not being met, an informal meeting may take place.
 - f) The Society shall be run by a set of rules covering the upkeep and maintenance of the Societies plots, these rules will be approved at the AGM and any changes or amendments must also be agreed at the AGM.
 - g) The Chairperson shall represent the Societies views as decided by both the Committee and membership at any meeting they attend.
 - h) The Vice-Chairperson shall deputies for the Chairperson as and when required.
 - i) Any external meeting attended by a Committee member must be reported upon at the next available Committee meeting.
 - j) Midterm Vacancies:
The Committee will call an election to fill any midterm vacancy at the next appropriate open meeting.
- 5) Powers of the Committee
- a. The Management Committee shall have full power to supervise and manage the day to day work of the Society according to the rules for the purpose of accomplishing its objective as set out in article 2 a-e
 - b. The Committee shall form 2 sub groups, each group is open to any member to attend and a member of the Management Committee shall administer each group

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- i. A fund raising group shall be administered by a Committee member and look into ways of improving the allotments as in Article 2 a-c, the chair of this group shall report back to the Management committee, any funding raised will only be spent after agreement is reached at an open meeting of the society
 - ii. A Maintenance group shall be administered by a Committee officer and with the help of other members of the society to look into and where possible maintain and improve the allotments. This will include the basic maintenance of other member's plots, who for personal reasons (acceptable to the Committee) are unable to keep their plot tidy for a short period of time, this group will also look into ways of minimising the impact of empty plots on surrounding plots.
 - c. The Committee shall maintain and keep up to date a waiting list of Patchway Town Council residents, who have requested an allotment plot; the list will be exclusive to PTC residents. In the event the Society has vacant plots and no PTC residents on the waiting list, the Committee will consult the Town Council with regard to filling the plots.
 - d. The Committee shall issue plot holders with a tenancy agreement containing the Society rules and any other relevant information.
- 6) Attendances
- a. Any committee member who fails to attend two (2) meetings in one (1) year, for any reasons not acceptable to the Committee will cease to be a committee member.
- 7) Removal from Committee.
- a. An vote of no confidence at a open meeting, may remove a officer or committee member from the Committee by a simple majority vote, following an open discussion of the issues, which includes the individual members opportunity to put his/her point of view. The ballot may be secret if requested, with the numbers voting/ result being recorded in the minutes.
- 8) Emergency actions
- a. The Chairperson/Vice Chair/ Secretary/ Treasurer may take any executive emergency actions required where it is not practicable for the business to be decided upon at a regular committee meeting. Details of the action taken will be reported and recorded at the next available Committee meeting.
- 9) Conduct at meetings.
- a. The Chairperson will Chair all meetings of the Society, The Vice Chairperson shall take the Chair in the absence of the Chairperson .If both the Chair & Vice Chair are absent and the meeting meets the quorum requirements (Article 4 e) the meeting may elect a Chairperson for the duration of the meeting.
 - b. The Secretary shall take minutes of any meeting called by the Committee and will make the minutes available to all members once agreed correct by the Committee.

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- c. At all meetings with the exception of expulsion of a member, a simple majority vote is needed to answer all questions, if the votes are equal the Chairperson shall have a casting vote in addition to his/her normal vote.
- d. A general meeting may by a vote of two thirds (2/3) of members present and entitled to vote expel any member for conduct detrimental to the Society. (This includes failing to keep a plot in a acceptable state) Provided that a notice specifying the conduct for which it is intended to expel the member, is sent to the address entered in the register of members, at least 14 days prior to the meeting.
- e. No political or sectarian issues shall be raised or discussed at any Society meeting.
- f. At least Fourteen (14) days notice in writing must be given for any General meeting, any non agenda items a member wishes to table must be notified to the Chairperson or Secretary BEFORE the meeting is called "To Order".
- g. Proposed changes to the Society's rules or Constitution must be given to the Secretary Fourteen (14) days before the AGM, signed by both the proposer(s) and seconder(s)
- h. The Society will maintain a notice board at the Societies premises detailing the Names, Plot numbers, contact details and photographs of the up to date Committee members. Urgent Committee notices will also be posted on the board. The board will be open for members to use for notices relevant to the Society's events/ actives.
- i. The Society will also maintain a website "growpretoria.org" with the intention of supplying up to date information, and where possible notices will be e-mailed to members.

10) EGM request:

A written, signed request from 25% of the Society's membership (ref. Article 3 a-c) is required to call an EGM, this request must be acted upon and the EGM shall be called within Fourteen (14) days of receiving the request.

In the event that an EGM has not been called or agreed within 14 days of the request, an advertised meeting of 51% of Society members (Article 3 a-c), may take place, to allow the requested business to be conducted a temporary Chairperson may be elected for the duration of the meeting. The Outcome of the EGM shall be sent to any relevant Committee members and PTC

11) Finance

- a) The Committee shall maintain a bank account in the name of the Society and all monies received from any source on behalf of the Society shall be paid into that account.
- b) Records and accounts of all transactions shall be kept by the Treasurer and shall be available for inspection by Members
- c) A summary of the accounts for the preceding year shall be presented at the Annual General Meeting.

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- d) The account shall have Three (3) signatories, Chair, Secretary and the main Signatory shall be the Treasurer. Cheques shall be signed by a minimum of two signatories one of which must be the Treasurer. If this is not possible, all the other members of the Management Committee must agree to the Chair and Secretary signing the Cheque. Under no circumstances shall any two signatories come from the same plot or household.

- e) Two (2) auditors shall be elected at the AGM, They must not be an officer of the Society or member of the Management Committee, but must be a member of the Society. The auditors will receive the draft accounts, payment, receipt files, bank statements and book from the treasurer prior to the September AGM and agree the final accounts as an accurate and fair record based on the Society's financial transactions for the year.

12) Dissolution

- a. The Society may at any time be dissolved by consent of three quarters (3/4) of ALL members, as defined in Article 3 a-c, testified by their signatures to an instrument of dissolution. The Instructions for dissolution will clearly set out what is to happen to any assets and residual cash after payment of expenses. Cash may be lodged with PTC and held against any reformation of a successor Society.

This Constitution was agreed at The AGM/EGM of the Society held at Patchway Sports and Social Club on 16/01/11 and attended by 22 Members

Chris Mills

Chairperson

Les Brooks

Vice Chairperson

Geraldine Leavy

Secretary

Larry McQuaid

Treasurer

Steve Box

Committee member

Laura Bowman

Committee member

Amera Abdullah

Committee member

Mike Stinchcomb

Committee Member

Ken Burgess

Committee Member

Amended at the 2011 AGM held on September 18th at the Allotments Shed

*** Committee numbers changed from 5 to 12