

# The Hollin Lane Allotment Association

## Rules of the Association

1. **NAME.** The Association shall be called The Hollin Lane Allotment Association.
2. **OBJECTS.**
  - a. to ensure that the allotments and the allotment site itself shall be kept in good condition,
  - b. to further the best interests of gardeners and gardening on the site,
  - c. to ensure that the terms of the Agreement with Leeds Corporation are strictly followed,
  - d. to arrange any competitions and events as decided by the Committee.
3. **MEMBERSHIP.** All allotment holders shall be members of the Association.
4. **COMMITTEE.** The governing body shall be called the Committee. The Committee shall meet at least every three months.
5. **OFFICERS AND MEMBERS OF THE COMMITTEE.** The Officers shall consist of a Chairman, Hon. Secretary, and Hon. Treasurer. There shall be seven Committee Members with powers to co-opt extra members.
6. **TRUSTEES.** There shall be three Trustees, appointed or removed by decision of the Committee, who shall be responsible to Leeds Corporation for adhering to the terms of the lease of the site. The Trustees shall inform the Secretary of any divergence from the terms of the Lease and Committee shall be responsible for taking any necessary action.
7. **ANNUAL GENERAL MEETING.** The Annual General Meeting of the Association shall be held each year in the month of November at such place, date and time as the Committee determine. At least fourteen days' notice shall be given to each Member of the Association.
8. **PURPOSE OF THE ANNUAL GENERAL MEETING.**
  - a. to receive the report of the Committee for the preceding year,
  - b. to approve the audited accounts,
  - c. to elect the Officers, Committee and Auditor,
  - d. to transact any general business of the Association,
  - e. to fix the Allotment Rent, Water Rate and Association Membership Fee for the ensuing year, bearing in mind the terms of the Lease from Leeds Corporation.
9. **EXTRAORDINARY GENERAL MEETING.** An Extraordinary General Meeting may be convened when TEN Members of the Association so request in writing or when deemed necessary by the Chairman and Secretary. Only the business of which notice has been given shall be considered. Any such meeting shall be convened within one month of the request being made.
10. **ELECTION OF OFFICERS AND COMMITTEE.** The Officers and Committee shall be proposed, seconded and elected at each Annual General Meeting. They shall hold office until the next Annual General Meeting when they shall retire but shall be eligible for re-election from year to year.
11. **DUTIES OF THE SECRETARY.** The Hon. Secretary shall conduct the Correspondence of the Association. He/she shall keep correct minutes of all meetings.
12. **DUTIES OF THE TREASURER.** The Hon. Treasurer shall keep the books of account of the Association and shall prepare annually a Financial Statement made up to the 30<sup>th</sup> of September, which he shall submit to the Auditor for certification. He shall receive and disburse all monies receivable and payable by the Association, according to the instructions of the Committee.
13. **DUTIES OF THE AUDITOR.** An Hon. Auditor shall be appointed at each Annual General Meeting to audit the accounts of the Association.
14. **ALTERATION OF RULES.** No Rule of the Association shall be repealed or altered and no new Rule shall be made save by a two thirds majority of the Members present at an Annual General Meeting or Extraordinary General Meeting convened for the purpose.
15. **DISSOLUTION.** In the event of the Dissolution of the Society, funds will be used to defray all debts and liabilities incurred by the Society. Any funds remaining after this will, if possible, be transferred to a local organisation with similar objectives in their constitution, or shall be given for charitable purposes. The decision as to transfer of remaining funds will be taken by the committee or, should there be no viable committee, by any remaining Trustees of the Society.