

ABBOTSKERSWELL TWINNING ASSOCIATION CONSTITUTION (Draft for 2020)

NAME OF THE ASSOCIATION

The name of the Association shall be the ABBOTSKERSWELL TWINNING ASSOCIATION. This is an unincorporated Association.

AIMS AND STRATEGIES OF THE ASSOCIATION

> To promote and foster friendship and understanding between the people of Abbotskerswell and district and those of Le Pre D'Auge and of Les Monceaux in Normandy, France, and those of other communities with which the Association may later form links.

> To raise awareness of the value of such cooperation across all age groups through maintaining and encouraging links between local schools and organisations and their counterparts in France.

This will be achieved by:

> Encouraging and supporting visits by individuals and groups to and from linked towns, including the development of personal contacts, in order to broaden the mutual understanding of the cultural, recreational, educational and commercial activities of the linked communities.

> Organising fund-raising and other activities to foster and promote the aims of the Association.

MEMBERSHIP

Membership shall be open to all persons or organisations in sympathy with the aims of the Association from the village and nearby communities. There are two categories of membership:

1. Full individual membership with full voting rights
2. Family membership for parents with children residing in the village or attending the village school, who will be entitled to one vote per family.

THE COMMITTEE

- The affairs of the Association shall be conducted by a Committee consisting of at least six and not more than ten members.
- The committee shall have the power to co-opt if there are less than ten members, and co-opted members shall have the right to vote at full committee meetings.
- The committee shall have the power to set up sub committees which shall have the power to co-opt to their membership, but such co-opted members shall not have the power to vote at full committee meetings.
- The quorum shall be five.
- Co-opted members cease to be members of the committee at the AGM following their period of co-option but may then be elected as a member.
- Members will be elected for a period of one year and can put themselves forward for re-election at the next AGM
- The committee should have an appropriate system of governance.

ELECTION OF COMMITTEE

- The Committee shall be elected at the Annual General Meeting of the Association. The Association at the AGM shall appoint a Chairman, Vice Chairman and Honorary Treasurer.
- The Committee will appoint an Honorary Secretary and such other officers as it deems necessary at its first meeting.
- The Chairman of the Committee, the Honorary Secretary and the Honorary Treasurer shall have the right to be ex officio members of all sub-committees.
- The Chairman will serve a term of two years.

- The Vice Chairman is deemed to be the next Chairman. If the Chairman is unable to complete his/her term of office for whatever reason, the Vice Chairman becomes Chairman and serves the unexpired period of office. In the event of the Vice Chairman becoming Chairman, they will on completion of the unexpired period of office be available for re-election as Chairman for a further two years if they so wish and if this is the wish of the AGM.

THE AGM

The Committee shall call an Annual General Meeting of the Association as soon as possible after the 1st January but not later than 31st March, giving each member at least fourteen days' notice in writing.

VOTING AT THE AGM & SGM

- a) Only members present at the meeting shall be entitled to vote.
- b) Each individual member shall be entitled to one vote and each family representative shall be entitled to one vote.
- c) Decisions will be reached by simple majority vote
- d) The Chairman shall only vote in the event of a tie and then shall have a casting vote.
- e) The quorum for the AGM or SGM shall be 50% of the membership plus 1.

SPECIAL GENERAL MEETING

A Special General Meeting of the Association may be called at any time on a written request signed by at least eight members of the Association and delivered to the Honorary Secretary, containing details of the matter to be discussed. At least twenty-eight days' notice must be given.

ACCOUNTS

Audited accounts to 30th November of each year shall be submitted to each Annual General Meeting.

The financial year of the Association shall be 1st December to 30th November.

All monies received on behalf of the Association shall be kept in safe custody by the Honorary Treasurer and all cheques drawn on the Association's account shall be signed by any two of the Chairman, Honorary Treasurer or Honorary Secretary.

SUBSCRIPTIONS

All subscriptions shall be determined at the AGM and be payable within two months thereof. In the event of subscriptions not being paid within two months of the AGM membership will automatically lapse.

AMENDMENT TO THE CONSTITUTION

Amendments to the Constitution shall only be made at the AGM or a Special General Meeting. Notice of the proposed amendment shall be given in writing to the Honorary Secretary at least twenty-one days before the meeting and details shall be given in notice convening the meeting.

DISSOLUTION OF THE ASSOCIATION

Dissolution of the Association can only be agreed at a Special General Meeting of the members.

In the event of the dissolution of the Association, all surplus funds shall be transferred to such charity or charities as the Committee shall in its absolute discretion decide.