

# **Newtown Twinning Association - Constitution**

## **1. Name**

The name of the association shall be '**The Newtown Twinning Association**'.

## **2. Aims**

The aims of The Newtown Twinning Association are:

- to develop a twinning Partnership based on friendship and understanding between the communities of Newtown and Les Herbiers,
- to encourage visits by individuals and groups between the linked communities, the development of personal contacts and by doing so broaden the mutual understanding of the cultural, recreational, educational and commercial activities of the linked communities,
- to organise events and promote the 'Twinning' ideal to the people of Newtown,
- to raise funds to promote the 'Twinning' ideal in Newtown and to apply these funds to any of the objects of the Association, including administrative costs of the Association and Committee

## **3. Membership**

Membership shall be open to all persons and organisations sympathetic to the aims and philosophy of the Association. These include:

- individuals (over the age of 18 years) who are interested in furthering the work of the Association,
- any body corporate or unincorporated association which is interested in furthering the Association's work (hereafter referred to as a 'member organisation'),
- an Honorary membership may be offered by the Management Committee. A person will only become an honorary member if that person accepts the offer. Honorary members shall have no voting rights and shall pay no membership fee,

Membership will begin as soon as the membership form and first annual payment has been received.

Membership shall run from January to December inclusive.

There will be an annual membership fee which will be agreed at the Annual General Meeting (AGM) and will be payable by all members. Any member joining mid year will pay a pro-rate membership fee.

A list of all members will be kept by the membership secretary.

Every member shall have one vote. In respect of member organisations the individual appointed to represent it will have one vote on its behalf.

### **3.1 Ceasing to be a member**

Members may resign at any time in writing to the secretary.

Any member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted.

Anyone behaving in an offensive way, breaking the equal opportunities policy or deemed by the Management Committee to have acted in a manner not compatible with the Association's philosophy may be asked not to attend further meetings or to resign from the association if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

## **4. Equal Opportunities**

The Newtown *and District (?)* Twinning Association will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **5. Management Committee**

The business of the Association will be carried out by the "Management Committee" elected at the Annual General Meeting.

The Committee will consist of elected members and be composed of the agreed office bearers and committee members.

The AGM shall appoint the office bearers.

### **5.1 The officer bearers' roles**

- Chairperson, who shall chair both general and committee meetings,
- vice Chairperson
- Secretary, who shall have responsibility for all administrative workings of the Association,
- vice Secretary,
- Treasurer, who shall have responsibility for maintaining accounts and for submitting an annual audit,
- Membership Secretary, who shall be responsible for keeping records of members
- Minute taking secretary, who shall be responsible for the taking of minutes and the distribution of all papers

Office bearers shall retire annually at the Annual General Meeting (AGM) and be eligible for re-election.

In the event of an office bearer standing down during the year the Committee shall have the power to appoint a replacement from the elected Committee.

No office bearer shall be removed from office except by resolution of a Special Management Committee meeting. If an office bearer is removed from office by a such a meeting, then only a Special Management Committee meeting shall have the power to appoint a replacement. Vacancies in the Management Committee which arise during the year shall be filled at the following Management Committee meeting. Committee members so elected shall be entitled to serve for the remainder of the time that would have been served by the original member.

Any Management Committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Management Committee meetings will be open to any member of the Newtown Twinning Association wishing to attend, who may speak but not vote.

## **5.2 Management Committee Powers**

Subject to the matters set out below the Association shall be managed and administered in accordance with this constitution by the members of the elected Management Committee.

Further to the aims of the Association the Management Committee may exercise the following powers but not exceed them:

- the Management Committee shall have the power to co-opt and co-opted members shall have the right to vote,
- the Management Committee shall have the power to set up sub-committees which shall have the power to co-opt to their membership additional people with relevant expertise, with the power to vote,
- raise funds and invite and receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law,
- buy, lease, exchange or acquire any property necessary for the achievements of the aims of the Association and to maintain and equip to for further use,
- exercise powers subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Association,
- cooperate with and engage in joint activities with other organisations with similar aims and to exchange information, social activities and advice,
- do all such other lawful things as are necessary to achieve the aims of the association,
- consult the membership with regards to changes in the constitution or other matters that could affect the membership and the running of the Association,
- no individual member of the Management Committee shall acquire any interest in property belonging to the Association or receive any remuneration in any contract entered into,
- the Management Committee shall keep minutes of the proceedings of meetings of the Committee, any sub-committee and the AGM,
- the Management Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may made which is inconsistent with this constitution.

## 6. Meetings

### 6.1. Management Committee Meetings

The Management Committee will meet as necessary and not less than four times a year.

A **Special Management Committee** meeting may be called by the appointed Chairperson or by any two Management Committee members.

The Chairperson shall act as chair of the meeting but if they are absent the members present shall choose one of their number to chair the meeting before any business is transacted.

The quorum shall be four.

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

All minutes will be recorded.

### 6.2 Annual General Meeting

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least three weeks before the date of the meeting, giving the venue, date and time.

Nominations for the Management Committee may be made to the Secretary before the meeting or at the meeting.

The quorum for the AGM will be a minimum of eight members.

All minutes will be recorded.

At the AGM:

- the Committee will present an annual report of the work of the Newtown Twinning Association over the year,
- the Committee will present the accounts of the Newtown Twinning Association for the previous year,
- the officer bearers and Management Committee members for the next year will be elected,
- any proposals given to the Secretary at least seven days in advance of the meeting will be discussed.

## 7. Finances

An account will be maintained on behalf of the Association at a bank agreed by the Committee.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of the Newtown Twinning Association is only to be used to further the aims of the group, as specified in this constitution.

## 8. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or at a convened Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 9. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the specially convened Annual General Meeting of the Newtown Twinning Association on:

Date ...../...../.....

Name and position in group .....

Signed .....

Name and position in group .....

Signed .....

Name and position in group .....

Signed .....

Name and position in group	.....
Signed	.....
Name and position in group	.....
Signed	.....
Name and position in group	.....
Signed	.....
Name and position in group	.....
Signed	.....
Name and position in group	.....
Signed	.....
Name and position in group	.....
Signed	.....
Name and position in group	.....
Signed	.....
Name and position in group	.....
Signed	.....
Name and position in group	.....
Signed	.....