



CONSTITUTION 2012

1. TITLE:

The title of the Association shall be: **Keynsham and District Twinning Association.**

2. AIMS of the ASSOCIATION:

- To promote, foster and maintain friendly relations, mutual understanding and respect, between the peoples of the districts of Keynsham (UK) and Libourne (Fr).
- To encourage and assist organisations, clubs, schools, groups and individuals from the districts of Keynsham and Libourne, to communicate with and visit each other, thereby developing cultural and personal relationships and establishing a firm foundation for future understanding, respect and enduring friendships.
(As per our Charter dated: 25th October 1977 - Wansdyke Twinning Association)
- To organise social and/or fund raising activities to foster the aims of the Association.

3. MEMBERSHIP:

Membership of the Association shall be open to all persons with a connection to the area, and to any organisation in sympathy with the aims of the Association. All members will receive the regular Newsletter with details of Social Events and may be involved in all aspects of the exchange programme.

There shall be TWO categories of membership:

- Individual
- Corporate - entitles up to 2 members of the organisation the same rights conferred upon individual members.

4. SUBSCRIPTIONS:

There are 3 annual subscription categories:

- Adults (19 and over)
- Juniors (up to 19)
- Corporate

Subscriptions shall be agreed at the AGM and shall be payable by the 1st September of the following year. Membership shall be deemed to have lapsed if it has not been renewed within 2 calendar months of the due date.

Members joining in the first half of the Association's year, shall pay the full fee and those joining in the second half 50% of the full fee.

5. ORGANISATION and MANAGEMENT:

- a) The Officers of the Association shall be appointed at the AGM. to be held in October each year. They shall comprise of a President, Vice President, Hon. Secretary and Hon. Treasurer.
- b) The Management Committee (hereafter referred to as the Committee) shall consist of the Officers and a maximum of EIGHT individual members of the Association including one nominated Keynsham Town Councillor. The Committee shall, as far as is reasonably possible, be representative of the whole membership.
- c) The Committee shall have the power to co-opt other persons to the Committee to provide any necessary expertise that may from time to time be required. The number of co-opted persons shall not exceed one third of the total Committee Members.
- d) A quorum of the Committee shall be not less than FOUR Members and TWO Officers. The Officer chairing the meeting shall have the casting vote.
- e) The Committee shall have the power to set up sub-committees which shall have power to co-opt to their membership, when necessary, other members of the Association. At least TWO members of each sub-committee shall be Officers / Committee Members. Minutes shall be kept and where appropriate, circulated to the Committee within two weeks of sub-committee meetings. Officers shall be Ex-Officio members of all sub-committees.
- f) A quorum of a sub-committee shall be one third of the members of that sub-committee with the Chairperson having the casting vote.
- g) Co-opted Members to the Committee or to any sub-committees shall have the power to vote.

6. ANNUAL, GENERAL and SPECIAL MEETINGS:

- a) The Management Committee shall call an Annual General Meeting (AGM) in October of each year and other General Meetings (GM) of the Association when the Committee deem it necessary.
- b) Special General Meetings (SGM) of the Association may be convened on the written application to the Hon. Secretary by at least 6 members of the Association.
- c) Notices of Motions for the AGM or a SGM shall be received by the Hon. Secretary at least 21 days before the date of the meeting. The Hon. Secretary will inform members of such motions prior to the meeting.
- d) At least 28 days notice shall be given to all members of the AGM and of any GM.
- e) Notice of nomination for Office shall be made to the Hon. Secretary at least 14 days prior to the date of the AGM.
- f) Voting at AGM:
 - 1. Only paid up members present at the meeting shall be entitled to vote.
 - 2. Individual members shall be entitled to ONE vote.
 - 3. Corporate members shall be entitled to TWO votes, providing that two members are present at the meeting.

- g) The quorum of an AGM / GM shall be at least TEN members of the Association.

7. COMMITTEE MEETINGS:

- a) The Committee shall meet at least 4 times each year. The Hon. Secretary shall give all Committee Members at least 7 days notice and issue an agenda of the business to be transacted at the meeting.
- b) The President in consultation with the Hon. Secretary shall be empowered to cancel any such meetings should this be deemed necessary.
- c) Any Officer or Committee Member absenting him/herself from 3 successive Committee meetings without due reason, shall be deemed to have resigned.
- d) The President and/or Hon. Secretary may invite to Committee Meetings, any person(s) in a consultative or advisory capacity. Such person(s) shall not be entitled to vote.

8. FINANCE:

- a) The Association's financial year shall be from 1st September each year until 31st August the following year.
- b) The income and property of the Association shall be applied solely towards carrying out the aims of the Association as set out in the Constitution.
- c) At each AGM an examined statement of the accounts and the balance sheet for the previous year shall be presented.
- d) At each AGM an Honorary Accounts Examiner shall be appointed / re-appointed.
- e) All cheques shall be signed by two Officers of the Association, who may not be related to each other, either by birth, marriage or any other recognised relationship.
- f) The Management Committee shall have the power to invest any of the funds of the Association in such security or securities that the Committee shall decide.

9. AMENDMENTS to the CONSTITUTION:

Amendments to the Constitution may only be made at a properly constituted General Meeting, by a majority of not less than two-thirds of the votes of those present and entitled to vote. Notice of the proposed amendments shall be circulated to all members not less than 28 days prior to the said General Meeting.

10. DISSOLUTION of the ASSOCIATION:

In the event of the Association being dissolved, any property or monies remaining after its debts and liabilities have been settled, shall be applied to some purpose or organisation whose objects correspond with those of the Association. If no such purpose or organisation can be found, any property or monies remaining shall be donated to such charity or charities as the Committee shall in its absolute discretion decide.

Dated: 12th October 2012.