

# ANDOVER TOWN TWINNING ASSOCIATION

## CONSTITUTION

*(Eighth revision 2018)*

### **1 NAME**

The name of the Association is "Andover Town Twinning Association".

### **2 AIM OF THE ASSOCIATION**

The aim of the Association is to promote friendship between the residents of Andover and District and any other overseas towns, particularly those with whom a formal twinning agreement has been made.

### **3 MEMBERSHIP**

Membership shall be open to those interested in supporting the aim of the Association.

The Mayor of Test Valley Borough Council shall be an honorary member for the term of office. Categories of membership are:-

Individual

Family Membership

- open to husband and wife (or partner) and all children up to their 18<sup>th</sup> birthday.

Junior Membership

- open to all up to their 18<sup>th</sup> birthday.

### **4 SUBSCRIPTIONS**

Annual Subscriptions will be agreed by members at the Annual General Meeting and be payable each year on 1<sup>st</sup> January following the Meeting. Membership will lapse if subscriptions remain unpaid at 1<sup>st</sup> March. Members joining after 1<sup>st</sup> September will pay a half subscription.

### **5 NOTICE OF MEETINGS AND NOMINATIONS**

A preliminary notice for the Annual General Meeting shall be given in writing at least four weeks before the proposed date of the meeting.

The preliminary notice shall include:

1. Date of Meeting
2. Nomination Papers for the election of Officers and Executive Committee Members
3. Invitation to submit a motion or discussion item for inclusion in the Agenda

Any item in 3 above should be in writing in the hands of the Secretary at least three weeks before the Annual General Meeting, duly proposed and seconded if appropriate.

Nominations for the members of the Executive Committee may be made to the Secretary before the Annual General Meeting or at the meeting and shall be supported by a seconder and have the consent of the nominee in writing if the nominee is not present at the meeting.

Final notice will be notified in writing to the membership seven days prior to the meeting and shall include:

1. Agenda for forthcoming meeting
2. Minutes of the preceding Annual General Meeting
3. Minutes of any Extraordinary General Meeting held since the last AGM

Notice of fourteen days for an **Extraordinary General Meeting** shall be given, and will include an agenda of the items to be discussed or voted upon. Only agenda items may be discussed. In the event of extreme emergency the Executive Committee may waive some or all of the Notice Period, but the Meeting may only proceed if 80% of the membership has been contacted verbally and the Meeting is quorate.

## **6 ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETINGS**

- (i) An Annual General Meeting (AGM) shall be held in November of each year after due notice has been given to each paid up member. The AGM will:
- (a) receive the report of the Chairman
  - (b) receive the examined accounts as at 30<sup>th</sup> September preceding the Annual General Meeting
  - (c) agree subscriptions for the following year
  - (d) appoint an Examiner of Accounts for the following year
  - (e) elect the Officers and Executive-Committee for the following year
  - (f) consider all agenda items
  - (g) consider any other business at the discretion of the Chairman
- (ii) An Extraordinary General Meeting will be held on the written request of a majority of the Executive Committee or at the written request of at least 25% of voting members of the Association.
- (iii) 25% of the fully paid up membership shall constitute a quorum at an Annual General Meeting or an Extraordinary General Meeting
- (iv) **VOTING RIGHTS**
- |                   |     |
|-------------------|-----|
| Individual Member | 1   |
| Family Membership | 2   |
| Junior Member     | Nil |

Only members present at General Meetings may vote and no member may exercise more than one vote. For family membership to exercise both votes, husband and wife (or partner) must be present.

## **7 OFFICERS**

The Annual General Meeting will elect Officers of the Association. These will be Chairman, Vice Chairman, Secretary and Treasurer. All will relinquish office at the close of the following Annual General Meeting but will be eligible for re-election.

## **8 EXECUTIVE COMMITTEE**

The Executive Committee will consist of the Officers of the Association and not more than 6 other members of the Association who must be elected at the Annual General Meeting. They will serve until the next Annual General Meeting when they will be eligible for re-election.

A quorum of the Executive Committee will be 4 members present. A member will be deemed to be present at a meeting by electronic means (such as Facetime or Skype) provided they can see and hear, and be seen and heard by, others.

The Chairman of the Meeting will have a casting vote in the event of an equality of voting.

## **9 APPOINTMENT OF PRESIDENT AND VICE-PRESIDENTS**

- (i) The Executive Committee may invite any member to be President for that year. The President may attend all Committee Meetings, shall be entitled to speak and make proposals, but cannot vote.
- (ii) The Executive Committee may invite member(s) as they think fit to be Vice-President(s) for that year. The Vice-President(s) may attend all Committee Meetings, shall be entitled to speak and make proposals, but cannot vote.

## **10 DUTIES OF EXECUTIVE COMMITTEE**

- (i) The Executive Committee is responsible for furthering and fostering the aims of the Association and the running of the Association.
- (ii) The Secretary is responsible for the general correspondence of the Association.
- (iii) The Treasurer is responsible to the Association for the efficient management of funds and finances.
- (iv) The Executive Committee may appoint members of the Association to be responsible for various tasks required for the smooth running of the Association. These may include:
  - (a) press and Public Relations
  - (b) social Events (including raising of funds as desired)
  - (c) the arranging of accommodation for visitors from our twin towns on Association exchanges
  - (d) the Programme for Association meetings
  - (e) liaison with sporting organisations, who wish to visit the twin towns
  - (f) liaison with cultural organisations, who wish to visit the twin towns
  - (g) the editing of a Newsletter
- (v) The Executive-Committee may form Sub-Committees as necessary and the Chairman, Vice-Chairman, Secretary and Treasurer shall be ex-officio members of all such Sub-Committees.
- (vi) The Executive Committee may invite other members of the Association to the-Executive Committee meetings in an advisory non-voting capacity.
- (vii) The Executive Committee shall have the power to fill any casual vacancy, at their discretion, from among the membership of the Association.
- (viii) The Executive-Committee shall disburse the funds of the Association for the efficient running of the Association.
- (ix) The Executive Committee shall have the power to terminate the membership of any person whom it considers to have acted in a manner prejudicial to the interest of the Association.
- (x) The Chairman of any meeting shall have the power to ask any member who does not behave in the best interests of the Association to withdraw.
- (xi) Any member of the Executive Committee who fails to attend three consecutive meetings without sufficient cause shall be deemed to have resigned from the Committee.

## **11 ACCOUNTS AND FINANCE**

- (i) The Accounting Period shall be from the 1<sup>st</sup> October each year until the following 30<sup>th</sup> September.
- (ii) The Executive Committee shall decide, upon the recommendation of the Treasurer, where the Bank Current Account and any Savings or Investment Accounts should be held.

- (iii) The Executive Committee shall also have the authority to invest surplus Funds in Bonds or other non-risk capital investment instruments.
- (iv) All withdrawals from Bank Current Accounts, Savings Accounts or sale documents relating to Investments or any other assets must be signed by two authorised signatories, one of whom must be an Officer of the Association

## **12 AMENDMENTS**

This Constitution may be amended by a two-thirds majority of members present at an Annual General Meeting or an Extraordinary General Meeting provided that 14 days notice has been given to all members of any proposed amendment.

## **13 NOTICES**

Any notices required to be given to a member shall be deemed to have been given if delivered by hand, sent by electronic means, left at, or sent by post to the latest address (email and/or postal) of the member notified to the Secretary.

## **14 INTERPRETATION OF CONSTITUTION**

Interpretation of the Constitution at any meeting of the Association shall be the interpretation placed upon it by the Chairman of that meeting.

## **15 WINDING UP**

- (a) The association may be wound up by a two thirds majority of fully paid up members of the Association attending the Wind Up meeting. A Wind Up meeting is classified as an EGM.
- (b) Notice of the intention to wind up the Association shall be given to all qualifying members at least 8 weeks in advance of the intended date of the winding up meeting.
- (c) The notices will be delivered in accordance with Paragraph 13 above
- (d) In the event of the decision being made to wind up the Association all remaining funds shall be dispersed to other organisations, taking account of the aim of the Association, as agreed by persons attending the meeting who have been fully paid up members for at least three years.