

## **TORPOINT AND DISTRICT TWINNING ASSOCIATION CONSTITUTION.**

### **1. NAME OF THE ASSOCIATION**

The name of the Association shall be the Torpoint and District Twinning Association.

### **2. AIMS OF THE ASSOCIATION**

- (a) To promote and foster friendship and understanding between the people of Torpoint and District and those of Benodet and District in Brittany, France and those of other towns with which the Association may later form links.
- (b) To encourage visits by individuals and groups to and from linked towns particularly by children and young people, and the development of personal contacts, and by so doing to broaden the mutual understanding of the cultural recreational and educational activities of the linked towns.
- (c) To organise fund-raising activities to foster the aims of the Association.

### **3. MEMBERSHIP**

Membership shall be open to all persons or organisations in sympathy with the aims of the Association subject to the condition that will effect from 7<sup>th</sup> February 1992 all **new** members who previously have not been members of the Association must either reside in the Parish of Torpoint or Antony or Shevioc or St John, or be accepted for membership by a majority vote of the Management Committee. There shall be four categories of membership, namely:-

- (a) Individual membership
- (b) Family membership, being open to all members of a family excepting sons or daughters over the age of eighteen years.
- (c) Associate membership. Outside organisations can become Associate members of the Twinning Association at the discretion of the Committee, which will be reviewed annually at the AGM.

### **4. MANAGEMENT COMMITTEE**

The affairs of the Association shall be conducted by the Management Committee, hereafter known as the Committee, consisting of twelve members, one of whom shall be ex-officio, the Mayor of Torpoint and the remaining eleven, of which a minimum of two must be from the District, shall be elected by the Association, being broadly representative of organisations, associations, clubs and individuals in Torpoint and District.

- (a) The Committee shall have the power to co-opt up to a maximum of two members, and co-opted members shall have the right to vote.
- (b) The Quorum shall be five.
- (c) The Committee shall have the power to set up sub-committees, which shall have the power to co-opt to their membership, with the power to vote.

### **5. ELECTION OF COMMITTEE**

The Committee shall be elected at the Annual General Meeting of the Association. Names of candidates for the posts of Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer and remaining Committee members, duly proposed and seconded, shall be submitted to the Secretary, preferably before the Annual General Meeting. Where an election is required, this shall be carried out by paper vote at the Annual General Meeting. Tellers shall be appointed to supervise the election. An Honorary Auditor shall also be appointed by the members at the Annual General Meeting.

## **6. THE CHAIRMAN**

The Chairman of the Committee, the Honorary Secretary and the Honorary Treasurer shall be ex-officio members of all sub-committees.

## **7. THE ANNUAL GENERAL MEETING**

The Committee shall call an Annual General Meeting of the Association between the first day of January and the thirty first day of March each year, giving each member at least fourteen days notice in writing.

## **8. VOTING AT THE ANNUAL GENERAL MEETING**

(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 or Associate member shall be entitled to two votes, provided that two members of each family or organisation are present at the meeting.

(c) The Chairman shall have a casting vote.

## **9. SPECIAL GENERAL MEETING**

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

## **10. ACCOUNTS**

Audited accounts to the thirty first of December of each year shall be submitted to each Annual General Meeting.

## **11. MONEY**

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, Vice Chairman, Honorary Treasurer or Honorary Secretary.

## **12. SUBSCRIPTIONS**

All subscriptions shall be determined at the Annual General Meeting and be due on 1<sup>st</sup> January of the following year and payable within two months thereof. Subscription of Associate Members to be decided by the Committee at the time of application.

## **13. AMENDMENTS TO THE CONSTITUTION**

Amendments to the Constitution shall be made only at the Annual General Meeting 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 the notice convening the meeting.

## **14. DISSOLUTION OF THE ASSOCIATION**

In the event of dissolution of the Association, all surplus funds shall be transferred to such charity or charities as the Committee shall in its absolute discretion decide, and all assets of the Association are to be realised and transferred as stated in this Clause.

20.02.97 /Rev. 4

23.02.01 /Rev5/Rules 3d and 4d

11.02.05 /Rev.6/Rules 2b and 12

AGM 2018 / Rev. 3 (d) Rev. 4 (d) removed

AGM 15.02.19 / Rev. 3 (c) Rev 12.