

## **THE HUNTINGDON & GODMANCHESTER TWINNING ASSOCIATION** **CONSTITUTION**

### **Name**

1. The name of the Association shall be "The Huntingdon and Godmanchester Twinning Association."

### **Objectives.**

2. The Association is a non-political, non-profit-making voluntary organisation, and its main objectives shall be to further the good relationships between the Towns of Huntingdon and Godmanchester and:

(a) the Town of Salon de Provence in accordance with the terms of the Charter signed by all parties on 13th July 1974 and 26th October 1974.

(b) the Town of Wertheim am Main in accordance with the terms of the Charter signed by all parties on 4th and 25th April 1981.

(c) the Town of Szentendre in accordance with the terms of the Charter signed by all parties on 18th May and 18th August 1996.

3. The secondary objective of the Association shall be to make its experience and expertise available to Huntingdon and Godmanchester Town Councils at any time that it may be required, either in their dealings with the Towns of Salon, Wertheim or Szentendre, or with any other Town with whom Twinning or Friendship negotiations may be contemplated in the future.

4. In furtherance of the above objectives, the Association, through its General Committee, shall have the following powers: -

(a) To encourage educational, cultural, and economic exchanges and visits by individuals or groups to and from any Town which may be linked with Huntingdon and/ or Godmanchester.

(b) To raise funds and invite contributions from any appropriate individual or group, by way of contributions or subscriptions or otherwise, provided that the Association shall not undertake any permanent trading activities in raising funds for its objectives.

### **Accounts.**

5. (a) The General Committee shall maintain a comprehensive Budget plan (covering all areas of expenditure – prepared by Chairman/ Treasurer.
- (b) The accounts of the Association shall be prepared by the Treasurer for each financial year from 1 April to 31 March, and shall be examined by an approved Financial Examiner.
- (c) Bank accounts, deposit and current as well as Building Society Accounts as deemed necessary by the General Committee, shall be maintained in the name of the Association, and all cheques shall be signed by two (2) out of three (3) duly authorised persons.
- (d) Credit/Debit Cards as deemed necessary, shall be maintained in the name of the Association for use by authorised signatories.
- (e) Any transfer of funds between separate accounts, or the issue of funds from any account for whatever purpose, must be endorsed by the General Committee, and a record maintained in the Minutes of any decision.

### **Membership**

6. Membership of the Association shall be open to all those interested as individuals, Organisations, or Businesses in furtherance of the objectives of the Association. Joining fees and annual subscriptions shall be levied at a rate decided by a majority at the Annual General Meeting.

### **Management**

7. (a) The Honorary Presidents of the Association shall be the Mayors of Huntingdon and Godmanchester.
- (b) The Officers of the Association shall be the Chairperson, a Vice-Chair for each of the Twinned Towns/Friendship Towns Committees, the Secretary, the Treasurer, the Membership Secretary, the Chair of the Social/Fund-Raising Sub Committee and the Chair of the Marketing Committee, plus any member attending the General Committee Meeting.
- (c) The affairs of the Association shall be managed by a General Committee, consisting of Officers and any member attending the General Committee meetings.
- (d) In addition to the General Committee, there shall be an Executive Committee comprising of the Association Officers. To be convened when any emergencies or any urgent business must be dealt with.
- (e) At any meeting of the General Committee, a minimum of eight (8) voting members, three (3) of whom must be Association Officers shall constitute a quorum. A quorum of three (3) members shall be required for an Executive Committee meeting.
- (f) In the event of a tied vote, the Chairperson shall have a casting vote.
- (g) Meetings of the General Committee shall be called at regular intervals or at any time when the business of the Association warrants, but in any case at intervals of not greater than 2 months. No less than seven (7) days notice shall be given of all such meetings.

### **Active Life President**

8. The post of Active Life President shall be granted for outstanding service to the ideals of Twinning and International understanding. It shall be held by up to 3 persons at a time, and shall be for the duration of their lifetimes.

### **Local Authority Representatives**

9. The Association recognises that the Huntingdon and Godmanchester Town Council representatives have the right to attend all Committee meetings and have full voting rights.

### **Annual General Meeting**

10. The AGM shall be held as soon as possible after the end of the financial year, for the following purposes: -
- (a) To receive a report from the Chairman
- (b) To receive from the Treasurer a report, Balance Sheet, and Statement of Accounts for the preceding financial year – for approval.
- (c) To elect the Chairperson, Vice Chairs, Secretary, Treasurer, Membership Secretary, Chair of the Social/Fund Raising Sub Committee, and Chair of the Marketing Sub Committee.
- (d) To appoint an Independent Financial Examiner for the ensuing year.

11. The Constitution may only be amended by a two thirds (2/3) majority of the members present at the AGM, provided that 14 (fourteen) days notice of the proposed amendment has

been sent to all members and provided that no amendment is made to the Objectives (Clauses 2 & 3), the rules regarding Property (Clause 18), or this clause.

12. Not less than fourteen (14) days before the AGM or Extraordinary General Meeting, notice of such meetings and of the business to be transacted shall be sent to each member.

13. Matters to raise at the AGM must be notified in writing/email by the last General Meeting before the AGM.

### **Nominations**

14. Nominations for Officers of the Association may be made by any member of the Association, and must be seconded by another member, either before the AGM, in writing, or from the floor at the AGM.

### **Elections**

15. Where more than one nomination is received for any one post, election will be by ballot, and all members of the Association present at the AGM are entitled to vote. Where there is only one nomination, election will be by a show of hands. In each case only a simple majority is required.

### **Extraordinary General Meeting**

16. The Secretary shall call an EGM of the Association on receiving a request in writing stating the object of the meeting, and signed by not less than ten (10) members of the Association, or at any time by a Resolution of the General Committee. Such a meeting shall be called within twenty-one (21) days of receiving the request - fourteen (14) days notice at least to be given to all members of the Association stating the business of the meeting.

17. No business other than that of which notice has been given, shall be brought forward at the EGM.

18. Eight (8) members, three (3) of whom must be Officers, shall constitute a quorum.

### **Minutes**

19. Minutes shall be kept of all proceedings of the Association in General Meetings and of all General Committee proceedings: These to be provided to all members of the General Committee, and Sub Committees and made available to all members on request to the Secretary.

### **Property**

20. The Association shall be entitled to acquire by purchase or otherwise, and sell or otherwise dispose of any real or personal property necessary or convenient for the promotion of its objectives. Such real property shall be invested in not less than two (2) Trustees to be appointed by the Association at a General Meeting. The personal property of the Association shall be vested in the Committee.

### **Funds**

21. The income and property of the Association howsoever derived shall be applied solely towards promoting the objectives of the Association as set forth above and no portion thereof

shall be paid or transferred either directly or indirectly to any member of the Association, except in payment of legitimate and reasonable expenses incurred on behalf of the Association.

**22.** In the event of winding up or the dissolution of the Association, any remaining assets after all liabilities have been discharged, shall not be paid or transferred to any other member or members of the Association, but shall be transferred to an organisation whose objectives are similar to those of the Association and whose rules preclude the distribution of income and assets among its members.

### **Press**

**23.** The Press shall be invited to attend all Association meetings, including the AGM, and also General Committee meetings.

**24.** A member of the General Committee shall be appointed to act as Press Relations Officer (PRO) to ensure that the Press is given information on any meetings which they are unable to attend, or any proceedings which are deemed relevant.

### **Child Protection Policy**

**25.** A policy will be produced in line with legislation.

### **Dissolution of the Association**

**26.** The Association may be dissolved by a two thirds majority of members **present** and voting at an Annual General Meeting or Extraordinary General Meeting, confirmed by a simple majority of members voting at a further EGM held no less than 14 days after the previous meeting. If a Motion for dissolution of the Association is proposed at an AGM or EGM, this motion shall be referred to specifically when notice of the second meeting is given. Should the winding up meeting be inquorate, a second meeting will be called within the time allowed and a simple majority shall suffice regardless of quorum.

**May 2011 as amended at the AGM**