

Hartley Wintney Twinning Association

Constitution

Version 3

Ratified 31 January 2011.

Change History

- Version 1 Original Version issued on formation of the Hartley Wintney Saint-Savin Twinning Association.
- Version 2 Issued on the merger of the Hartley Wintney Saint-Savin Twinning Association with the Friends of Malle and ratified as "Issue F" on 19th Jan 2004.
- Version 3 Ratified at the Hartley Wintney Twinning Association AGM on 31st Jan 2011.

Hartley Wintney Twinning Association



twinned with Saint-Savin (France) and Malle (Belgium)

THE HARTLEY WINTNEY TWINNING ASSOCIATION

CONSTITUTION

1. TITLE

The name of the Association shall be the Hartley Wintney Twinning Association (hereinafter known as the Association).

2. AIMS OF THE ASSOCIATION

The aims of the Association are:-

- a) To promote and foster friendship and understanding between the people, organisations and interest groups of the Parishes of Hartley Wintney, Winchfield, Mattingley, Rotherwick and Heckfield (the Parishes) and the peoples, organisations and interest groups of the canton of Saint-Savin (France) and Malle (Belgium), and those of other communities with which the Association may later form links.
- b) To encourage visits to and from linked communities and the development of personal contacts, to broaden the mutual understanding of the cultural, recreational and commercial activities of those communities.
- c) To organise activities to foster the aims of the Association.

3. MEMBERSHIP

There are two categories of Membership, Premium Membership and Community Membership. Community Membership shall be open to all those living in the Parishes and those with an interest in the aims of the Association and does not carry a subscription. Community Members are welcome to attend all events and general meetings of the association.

Premium Membership carries an annual subscription and may be one of the following:

- a) Individual Membership: open to individuals of any age.
- b) Family Membership: open to adults and their dependants under the age of eighteen.

The benefits of Premium Membership include:

- a) Priority booking for events.
- b) Voting rights at General Meetings.
- c) Discounted tickets to selected events.

Members' details may be stored on a Membership Database which shall be solely used for the purposes of the Association and communication with members.

4. VOTING RIGHTS

Voting rights are only applicable to Premium Members and shall be as follows:

- a) Individual membership: ONE vote per member.
- b) Family membership: ONE vote each adult.

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5. SUBSCRIPTIONS

The annual subscription for Premium Members shall be proposed by the Committee to the General Meeting who shall vote thereon. Any annual subscription so determined shall remain in force for a period of at least two years following the date of the Annual General Meeting at which it was determined. Subscriptions are payable in January each year.

6. ORGANISATION

The Association shall be managed by an elected Committee of Premium Members which shall comprise the following:

- a) **Chairman**
- b) **Secretary**
- c) **Treasurer**
- d) **Up to four (4) ordinary Committee members**

The Chairman, Secretary and Treasurer are Officers of the Association.

The Committee Members shall be elected by the Premium Members at the Annual General Meeting and will assume office at the conclusion of the Annual General Meeting and will hold office until resignation from office or until the next Annual General Meeting after they assume office.

Only Premium Members of the Association are eligible to be nominated and elected to the Committee. The maximum term of office is five consecutive years. After this period members may not offer themselves for re-election to any Committee position until the next Annual General Meeting.

Any vacancy for Officers arising between Annual General Meetings may be filled from within the Committee and any such appointment shall remain operative until the conclusion of the next Annual General Meeting.

If the number of candidates duly nominated for election as an Officer is one, the person so nominated will be deemed to be elected.

If the number of candidates duly nominated for election, as Ordinary Committee Members does not exceed the number of such vacancies, the persons so nominated will be deemed to be elected.

If the number of candidates duly nominated for any vacancy or vacancies exceeds the number(s) required to fill the vacancy or vacancies, an election by secret ballot will be held during the Annual General Meeting.

The Committee shall be supported by a non-voting, non-elected representative of the Hartley Wintney Parish Council and appointed honorary officers as follows:-

a) President of the Association

The Committee may extend an invitation for the appointment of a President of the Association for a term of five years, which may be renewable. The President shall be entitled to attend all meetings of the Association, including Committee meetings at which he/she may provide advice but may not vote.

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b) Vice Presidents of the Association

Vice Presidents of the Association may be appointed at an Annual General Meeting. This honorary position provides for rewarding outstanding service to the Association and the Twinning Ideal. The position of Vice President carries no benefit other than recognition of service. It is a lifetime award.

7. GENERAL MEETINGS

The following rules shall apply to the calling, conduct and reporting of General Meetings of the Association:-

- a) Notice of all General Meetings shall be given, by the Secretary, to all members of the Association at least twenty-one days before the date appointed for the meeting.
- b) The quorum for both Annual and Special General Meetings shall be fifteen Premium Members attending in person.
- c) An Annual General Meeting shall be held as soon as practicable after the end of each financial year and in any case not more than three months after the end of the relevant financial year.
- d) At the Annual General Meeting, a statement of Profit and Loss as at the end of the previous financial year, duly certified by a suitably qualified person, shall be submitted together with a report by the Chairman and/or the Treasurer. The person who shall certify the Accounts & Balance Sheet shall be appointed by the Committee.
- e) Special General Meetings may also be convened either upon the written application by at least ten Premium Members of the Association to the Secretary or at the direction of the Committee.
- f) Any Premium Member wishing to submit a resolution at the meeting shall give notice in writing to the Secretary at least seven days prior to the date of the meeting.
- g) At all General Meetings only Premium Members shall be entitled to vote. The Presiding Officer (Chairman) shall have in addition to his vote as a member, a second, casting vote.
- h) The proceedings of General Meetings shall be minuted and such draft minutes shall be available to any member, upon request no later than 21 days after the meeting.
- i) Nominations for the Committee and honorary Vice-Presidents may be submitted prior to or at the meeting prior to the election of the Committee.

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8. COMMITTEE AND SUB-COMMITTEE MEETINGS AND PROCEDURES

The following procedures shall apply with respect to the operation of the Committee and Sub Committees:-

- a) The Committee shall meet as necessary and the Secretary shall give all members of the Committee prior notice of the date and place of the meeting and an agenda of the known business to be transacted at such meeting. The Chairman, in consultation with the Secretary, shall be empowered to cancel any such meeting should this be deemed necessary.
- b) A quorum at a Committee meeting shall consist of not less than four (4) Committee Members.
- c) Decisions of the Committee shall be by a majority of votes of those present and entitled to vote. In the event of a tied vote, the Chairman (or other person presiding over the meeting) shall have a second, casting vote.
- d) The Committee shall have power to appoint sub-committees as and when necessary. At least one member of each sub-committee shall be a member of the Committee. Where such a sub-committee is formed, the Committee shall define and record the Terms of Reference and/or operating rules for that sub-committee.
- e) The Chairman and/or the Secretary may invite a person or persons to any of the meetings of the Committee or Sub-Committee in a consultative or advisory capacity. Such person(s) shall not be entitled to vote.
- f) The quorum of a sub-committee shall consist of one Committee Member plus a minimum of one other voting member. The Chairman shall have a second, casting vote.
- g) The proceedings of the Committee/Subcommittee Meetings shall be minuted and such minutes shall be available to any member, upon request no later than 21 days after the meeting.

9. GENERAL ADMINISTRATION

The following rules shall be used in the administration of the Association:-

- a) The Association Financial Year shall run from 1st January each year to 31st December of that year.
- b) The income and property of the Association shall be applied solely in the furtherance of the aims of the Association.
- c) All funds of the Association shall be held in cash bank accounts.
- d) All cheques shall be signed by two authorised signatories one of which must be an Officer of the Association.

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10. INTERPRETATION OF THIS CONSTITUTION

The Committee is the sole authority for the interpretation of this Constitution. The Committee's decisions in such matters shall be final and binding.

11. CONSTITUTION

Amendments to this Constitution may be made only at a General Meeting of the Association 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 seven days before the relevant General Meeting.

This constitution shall be made available to the members.

12. DISSOLUTION OF THE ASSOCIATION

In the event of the dissolution of the Association, all surplus funds shall be donated to the Hartley Wintney Parish Council to use for the benefit of the community.