

# Coalville & District Town Twinning Association

## Constitution

As amended AGM 12 Feb. 2009 & 11 Feb. 2010

### 1. NAME

The name of the organisation shall be 'Coalville and District Town Twinning Association'.

### 2. OBJECTS

The aims and objects of the Association shall be the fostering of town-twinning with a town or towns on the Continent, in social, sporting, educational, industrial activities and any other cultural activity as may be deemed necessary to further friendship and understanding. The Governing Body of the Association shall be those paid up members at the Annual General Meeting.

### 3 MEMBERSHIP

Membership fees shall be determined and reviewed each year by the Annual General Meeting -

(a) There shall be three categories of membership :

- i. Family Membership,
- ii. Individual Membership
- iii. Group Membership

(b) Full Membership over the age of 18 years on payment of the appropriate fee.

(c) Group Membership – Organisations may become affiliated members on payment of the appropriate fee AND shall be entitled to appoint two Associate members to attend the Annual General Meeting and Quarterly Meetings.

(d) Full membership shall be open to any member of an affiliated organisation.

(e) Full members only shall be eligible to be Officers of the Association or Chairman and/or Secretary of any Sub-Committee.

(f) All members and all new Members on joining shall be issued with a copy of the Constitution, and the Association's Ethical Standards and Equal Opportunities Policy.

### 4. MEETINGS

(a) The Annual General Meeting shall be held during the first week following the first full week in February and to be followed by three other Quarterly Meetings during the year, dates of which to be notified to members.

(b)

i. An Extra-Ordinary Meeting shall be called at such time as the Officers may direct, or by demand of 10 members of the Association, such demand to be sent to the Secretary in writing.

ii. At least twenty-one days notice shall be given to the Secretary for the calling of an Extra-Ordinary Meeting.

(c) At the Annual General Meeting the persons eligible to vote shall be those fully paid up members for the previous year.

## **5. OFFICERS**

- (a) The Association may elect a President and Vice-Presidents. The Association shall elect annually at the Annual General Meeting, a Chairman, Vice-Chairman, Secretary, Treasurer, all of whom shall be over the age of 18 years.  
The current year's Vice Chairman shall automatically proceed to the Chairmanship if he/she is prepared to accept the office.
- (b) Before election to the office of Chairman, Vice-Chairman, Secretary or Treasurer, a member should have served for one year as an Executive Member with two-thirds attendance record.
- (c) Nominations for Officers shall be submitted in writing to the Secretary at least seven clear days before the Annual General Meeting.

## **6. AUDITOR**

An Auditor or Auditors shall be elected at the Annual General Meeting.

## **7. EXECUTIVE**

- (a) The Executive Committee shall be comprised of the Officers of the Association, the immediate Past Chairman, the Chairman and Secretary of Each Sub-Committee, two representatives from the North West Leicestershire District Council and other Town Twinning Members co-opted at the Annual General Meeting.
- (b) The purpose of the Executive Committee shall be to administer and control the affairs and co-ordinate the activities of the Association.
- (c) The Committee shall have the power to co-opt such members to the Executive Committee as necessary for the continuity of the activities of the Association.

## **8. SUB-COMMITTEES**

- (a) The formation of Sub-Committees must be first sanctioned by the Executive Committee, and their duties shall be defined by the Executive Committee.
- (b) Each Sub-Committee shall elect a Chairman and a Secretary, the later to be responsible for the recording of Minutes in writing and the Secretary to give a detailed report when called upon to do so.
- (c) The Officers of the Association shall be ex-officio members of all Sub-Committees.

## **9. AMENDMENTS**

- (a) Amendments to this Constitution can only be made at the Annual General Meeting or an extra-ordinary meeting called for that purpose, in accordance with rule 4(b).
  - (b) Propositions for amendments to the Constitution must be submitted to the Secretary in writing by January 1st for discussion at the following Annual General Meeting, or at the time of giving notice to the Secretary, for an Extra-Ordinary Meeting requested specifically for this purpose.
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# Standing Orders of the Association

## 1. FINANCE

- (a) The Treasurer shall receive all monies due to the Association.
- (b) All monies shall be deposited in the name of the Association into a banking account as directed by the Executive Committee.
- (c) All monies received as a result of efforts by Sub-Committees, or monies collected for Exchange Visits shall be placed in the care of the Treasurer.  
A statement of account should accompany all moneys handed over to the Treasurer.
- (d) The financial year shall end December 31st and the Treasurer shall prepare a statement of accounts for presentation to the Annual General Meeting.
- (e) The banking account shall be operated by two of three signatories which shall be the Treasurer, the Chairman and the Secretary.

## 2. ADMINISTRATION

- (a) The Secretary shall be responsible for taking the minutes of all meetings, except Sub-Committee meetings and the record of same. The Secretary shall also effect such correspondence of the Association as may be necessary.
- (b) The Secretary shall call all Meetings as directed by the Chairman and/or the Executive Committee, including Extra-Ordinary Meetings as provided for under rule 4(b) of the Constitution. At least 14 days notice shall be given of General and Extra-Ordinary Meetings and 7 days notice of Executive Meetings.
- (c) The Officers and Sub-Committee Chairmen shall keep an account of expenses incurred, submitting a statement to the Executive Committee at such time as directed by them, such costs to be reimbursed by the Treasurer after the approval of the Executive Committee.
- (d) Organisations not members under rule 3(c) of the Constitution shall pay any reasonable administrative costs for any service provided by the Association in connection with Town Twinning, such costs to be recovered by the Treasurer.

## 3. MEETINGS

All Meetings of the Association, except Sub-Committee Meetings, shall be presided over by the Chairman of the Association or, in his/her absence, the Vice-Chairman. The rules of debate shall apply at these Meetings and the Chairman's ruling shall be final.

## 4. EXECUTIVE COMMITTEE

At the Annual General Meeting reports of the year's activities shall be given by the Chairman and or secretary of each Sub-Committee.

## 5. QUORUM

A quorum of 8 shall be required for Meetings, with the exception of the Executive Meeting when a quorum of 5 is required.

## 6. AMENDMENTS

These Standing Orders may be amended in the same manner as the Constitution.