

WELWYN ANGLO/FRENCH TWINNING ASSOCIATION

CONSTITUTION

1. Name of the Association

The Name of the Association shall be:

WELWYN ANGLO/FRENCH TWINNING ASSOCIATION

2. Aims of the Association

- a) To promote and foster friendship and understanding between the people of Welwyn and the surrounding areas and Champagne-sur-Oise and District in France.
- b) To encourage visits by individuals and groups to and from Welwyn and Champagne-sur-Oise, particularly children and young people, and the development of personal contacts, and, by doing so, to broaden the mutual understanding of the cultural, recreational and educational activities of the linked communities.
- c) To organise fund-raising activities to foster the other aims of the Association.

3. Membership

Membership shall be open to all persons in sympathy with the aims of the Association. There shall be two classes of membership:

- a) Individual membership.
- b) Family membership, being open to all members of a family, including children and young people up to the age of 18 or still in full-time education.

4. Committee

The affairs of the Association shall be conducted by a Committee consisting of not more than 12 members, which shall include a Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer (the Officers).

Committee members, including Officers but excluding co-opted members, shall be elected at the Annual General Meeting (AGM) of the Association.

The Committee shall have the power to co-opt and co-opted members shall have the right to vote.

The quorum shall be at least 40% of the members of the Committee.

A simple majority shall apply in all cases where a vote is taken. The Chairman shall have a casting vote.

The Committee shall have the power to set up sub-committees and working groups.

5. Annual General Meeting

The Committee shall call an Annual General Meeting of the Association once in each calendar year, between 1 September and 31 October, giving each member at least fourteen days prior notice in writing.

At the AGM, members shall as a minimum:

- consider a review of the past year's activities
- approve the financial statements for the preceding year to 31 July
- approve the level of annual subscriptions for the year
- elect an honorary independent examiner

Voting at the AGM shall be as follows:

- Only members present at the meeting shall be entitled to vote.
- Each individual member shall be entitled to one vote and each family shall be entitled to two votes, provided two members of such family are present at the meeting. A simple majority shall apply in all cases where a vote is required (except for changes to the Constitution, see below). The Chairman shall in all cases have a casting vote.

6. Appointment of President

A President shall be appointed by the Committee at the first meeting convened after the Annual General Meeting.

7. Special General Meeting

A Special General Meeting of the Association may be called at any time following a written request signed by at least twenty members of the Association and delivered to the Honorary Secretary, containing details of the matter to be discussed. At least twenty-eight days notice must be given to members. Voting arrangements shall be as for Annual General Meetings.

8. Money

All monies received on behalf of the Association shall be kept in safe custody by the Honorary Treasurer and payments on behalf of the Association shall be authorised by any two of the Officers of the Association.

9. Subscriptions

All subscriptions shall be determined by the Committee, approved at the AGM and be payable to the Membership Secretary by 31 October each year.

The Committee may offer reduced subscriptions to new members as part of a campaign to increase membership.

10. Amendments to the Constitution

Amendments to the Constitution shall be made only at the AGM or a Special General Meeting. Notice of a proposed amendment shall be given in writing to the Honorary Secretary at least fourteen days ahead of the minimum notice period required to be given to members of a meeting and details shall be given in the notice convening the meeting. A majority of at least two-thirds of the members present shall be required for any amendment to be carried.

11. Dissolution of the Association

In the event of the dissolution of the Association, all surplus funds shall be transferred to such charity or charities as the Committee in its absolute discretion shall decide.