

THE CONSTITUTION OF YATE AND DISTRICT TWINNING ASSOCIATION

1. Name of the Association

The name of the association shall be Yate and District Twinning Association, hereinafter referred to as the Association.

2. Aims of the Association

- a. To promote and foster friendship and understanding between the people of Yate and District and those of Bad Salzdetfurth in Germany and those other foreign towns with which the Association may be linked.
- b. To encourage visits by individuals and groups to and from the linked towns, and the development of personal contacts, and, by so doing, to broaden the mutual understanding of the cultural, recreational, educational, social and commercial activities of the linked towns.
- c. To raise funds to enable the Aims of the Association to be achieved.

3. Membership

All residents of Yate and District and those with sporting, social, commercial, educational or professional links with the town shall be eligible.

Categories of Membership

There shall be four categories of membership.

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| a. Individual Membership. | c. Corporate Membership. |
| b. Family Membership. ¹ | d. Honorary Vice-president. ² |

¹ A Family may be up to two adults together with dependents under the age of eighteen years or in full time education.

² Anyone who has given exceptional service to the Association may be made an Honorary Vice-president.

The Association reserves the right to refuse membership.

4. Membership Entitlement

All members shall be entitled to voting rights as specified in Clause 7.

All members shall be eligible to participate in activities organised by the Association, and to such other benefits as may be determined by the Association.

The Honorary President and Honorary Vice-presidents shall be entitled to free membership.

5. Committees

The affairs of the Association shall be conducted by a Management Committee, consisting of a Chairperson, a Vice-chairperson, an Honorary Secretary, an Honorary Treasurer (the Officers) and twelve Committee Members, to be elected by the Association at its Annual General Meeting, which shall serve for a period of one year. Any member of the Management Committee who fails to attend three consecutive committee meetings without justifiable reason shall be deemed to have resigned. In the event of a member of the Management Committee being unable to serve for the whole year, the Management Committee may, after consulting the membership, where possible, make an appointment for the remainder of the year.

In addition to members of the Association, representatives appointed by Yate Town Council shall be eligible to attend Management Committee meetings.

The Management Committee shall meet six times each year at a time and place to be determined by the officers, and at other times as deemed necessary. Committee members shall receive at least seven days notice of each meeting, together with a copy of the agenda and a copy of the minutes of the previous meeting. All matters of policy and expenditure shall be subject to Management Committee approval.

The Management Committee shall have the power to appoint sub-committees for any purpose. It shall have the power to co-opt members to any Committee of the Association.

A quorum for any management Committee meeting shall be five voting members. For a sub-committee it shall be one more than half the membership.

Elected Officers and Members of the Management committee are eligible to vote at meetings. All others present may speak but may not vote.

6. Annual General Meeting

The Management Committee shall call an Annual General Meeting of the Association during the month of October each year. In the event of circumstances causing this to be impracticable, the meeting may be held up to four weeks before the 1st October or four weeks after the 31st October. Each Member as at 31st August shall be given at least fourteen days notice in writing of such a meeting, such notification to include the agenda and details of any proposed changes to the Constitution.

The Annual General Meeting shall:

- a. receive reports and audited statements of accounts.
- b. receive and discuss any motion or business, of which not less than twenty-eight days notice has been given to the Honorary Secretary.
- c. elect the Officers and Management Committee. The meeting shall elect a Chairperson, a Vice-chairperson, an Honorary Secretary, an Honorary Treasurer and twelve Committee Members.

- d. appoint an Auditor for the ensuing year.
- e. set the annual Subscription for the ensuing financial year.

7. Voting at the Annual General Meeting

Current members shall be eligible to vote at the Annual General Meeting. Each individual Member shall be entitled to one vote and each Family or Corporate Membership shall be entitled to two votes. In the event of an equality of votes the Chairperson of the meeting shall have a second or casting vote. A quorum for the Annual General meeting shall be twenty members.

8. Special General Meeting

A Special General Meeting of the Association may be requested by the Management Committee or by at least twenty Association Members in writing to Honorary Secretary. The Honorary Secretary will call such a meeting to be held within twenty eight days of receipt of the request. All members will receive fourteen days written notice of the meeting together with a copy of the agenda.

9. Accounts and Finance

The Financial Year shall be from 1st September to 31st August. The accounts shall be audited at least once a year and audited statements of account for the previous financial year shall be submitted to the Annual General Meeting for approval. All monies raised shall be used to further the Aims of the Association and for no other purpose. Proper books of account shall be kept and all monies received on behalf of the Association shall be kept in safe custody by the Honorary Treasurer. All cheques drawn on the Association's bank account/s shall be signed by any two of the Chairperson, Vice-chairperson, Honorary Secretary and Honorary Treasurer. No two members of the same family shall sign any one cheque. The Honorary Treasurer may make cash payments, without prior approval of the Management Committee, for bills not exceeding fifteen pounds each and to a total of twenty five pounds in any one calendar month. No member may commit the Association to any expenditure without the prior approval of the Management Committee.

10. Subscriptions

The amount of Annual Subscription for each category of membership shall be determined by the Annual General Meeting. Annual subscriptions shall be payable on the 1st January each year.

11. Honorary President of the Association

The Mayor of Yate shall be the Honorary President of the Association.

12. Amendments to the Constitution

Amendments to the Constitution shall only be made by the Annual General Meeting or Special General Meeting. Notice of the proposed amendments shall be given to the Honorary Secretary at least twenty eight days before the meeting, and details shall be given in the notice convening the meeting. For an amendment to be carried not less than two thirds of the members voting at the meeting must vote in its favour.

13. Affiliation

The Association shall be affiliated to South Gloucestershire Twinning Association.

14. 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 membership of the Association shall, in its absolute discretion, decide.