



Examples
of
Member Associations'
Constitutions

From time to time we receive requests for help in setting up an appropriate Constitution especially from communities new to Twinning.
We hope the examples given will be of some help



Bideford – Landivisiau

Twinning Association



BIDEFORD TWINNING ASSOCIATION CONSTITUTION OF 17TH APRIL, 1984 AS AMENDED BY AN AGM ON 29TH JANUARY 1996.

1. **NAME OF THE ASSOCIATION.** The name of the Association shall be “The Bideford Twinning Association”
2. **AIMS OF THE ASSOCIATION.**
 - (a) To promote and foster friendship and understanding between the people of Bideford and District and those of Landivisiau and District in Brittany and any other town with which the Association may later form links.
 - (b) To encourage visits by individuals and groups to and from linked towns, particularly by children and young people, and the development of personal contacts, and, by so doing, to broaden the mutual understanding of the cultural, recreational, educational and commercial activities of the linked towns.
 - (c) To organise fund-raising activities to finance the visits of the linked towns.
3. **AUTHORISED SIGNATORY.** The Secretary of the Association for the time being shall have the power to sign all documents on behalf of the Association.
4. **MEMBERSHIP.** Membership shall be open to all persons or Organisations in Bideford and District who are in sympathy with the aims of the Association

There shall be three categories of membership, namely :-

- (a) Individual Membership
- (b) Family Membership
- (c) Corporate Membership for Organisations. Such membership shall not entitle members or employees of such Organisations to the rights of individual or family membership.

All persons taking part in exchange visits shall be fully paid-up individual or family members, but the Committee may grant exemption to this requirement in the case of members of affiliated Associations.

Individual or family membership shall be encouraged for all those travelling on exchange visits.

5. **COMMITTEE.** The affairs of the Association shall be conducted by a Management Committee consisting of sixteen voting members, one of whom shall be, ex-officio, the Town Mayor at the time; two others to be nominated annually by the Bideford Town Council and the remaining thirteen to be elected by the Association. Husbands and wives may be elected as joint members but shall jointly have only one vote.

The Town Mayor, as head of the Municipal Twinning, shall be invited to be President of the Association.

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

A quorum of members shall be six.

The Chairman at the time shall have the casting vote.

6. **ELECTION OF THE COMMITTEE.** The Committee shall be elected at an Annual General Meeting.

The Chairman, Secretary and Treasurer shall be ex-officio members of all sub-committees.

The maximum term of office of the Chairman shall be five consecutive years and be subject to re-election in each of those years.

Where a Committee member fails to attend three or more consecutive meetings without valid reason he/she may be dismissed by the Committee and a substitute member be co-opted.

7. **ANNUAL GENERAL MEETING.** The Secretary shall call an Annual General Meeting to be held before the end of February of each year, giving members at least fourteen days notice.

The business of the AGM shall be:-

- (a) To elect a Chairman, Deputy-Chairman, Secretary and Treasurer and nine Committee members, from whom other such Officers as decided necessary shall be appointed.
- (b) To receive a Financial Report, approve the Audited Accounts and appoint an Honorary Auditor.
- (c) To agree the Annual Subscription Rate.
- (d) To consider any duly notified amendment to the Constitution.
- (e) To consider any other business at the discretion of the Chairman.

Only members actually present at the meeting shall be entitled to vote. Each individual member shall be entitled to one vote and each family or corporate member to two votes provided that two members of such family or corporate organisation are present at the Meeting.

The quorum for a General Meeting shall be twenty voting members.

The Chairman shall, where necessary, retain the casting vote.

8. **SPECIAL GENERAL MEETING.** A Special General Meeting may be called at any time on a written request signed by at least twelve members, with the motion for discussion delivered to the Secretary, in writing, at least twenty-eight days prior to the Meeting which is being called.

9. **AUDITED ACCOUNTS.** Audited accounts, as at 31st. December each year, shall be submitted to each AGM.

10. SECURITY OF MONIES. All monies received on behalf of the Associations shall be kept in a Bank or Building Society account in the name of the Association to be operated by the Treasurer. All cheques drawn on the Association shall be signed by any two of the Chairman, Secretary and Treasurer.
11. SUBSCRIPTIONS. The rate of the Subscription shall be determined by the AGM. The membership year shall be twelve months from the 1st March
12. AMENDMENTS TO THE CONSTITUTION. Amendments to the Constitution shall be made only at an AGM or a Special General Meeting convened for this specific purpose. Notice of a proposed amendment shall be given to the Secretary at least twenty one days before the date of the Meeting and details of the proposal shall be given in the notice convening the Meeting.
An amendment can only be carried if two thirds of the voting membership present vote in its favour.
13. DISSOLUTION OF THE ASSOCIATION. In the event of the dissolution of the Association all remaining balances shall forthwith be transferred to the Bideford Town Council.

F.D. Ingle,

Secretary.
29th. January, 1996