

SECTION E

ACCOUNTS AND CHEQUE DRAWING

DEFINITIONS

Statement of Accounts - a certified statement of accounts prepared by the Treasurer for the year ended on the 31st day of December immediately preceding the Annual General Meeting.

Examiner of the Accounts - a member elected at the Annual General Meeting whose duty is to certify the next annual Statement of Accounts. Should the position become vacant before the Statement has been certified the Committee will appoint a replacement from among its members.

PAYMENTS AND MONEY TRANSFERS.

Cheque Drawing, on-line payments or money transfers- All transactions on the Association's current account shall be signed or processed by any one of the Chairman, Secretary and Treasurer. Cheques or payments for amounts over £250 will require the prior authorisation of any two of the Chairman, Secretary or Treasurer. Cheques drawn on or money transferred from the Association's reserve Account shall be signed or signed for by any two the Chairman, Secretary and Treasurer.

EXMOUTH TWINNING ASSOCIATION

CONSTITUTION

2nd October 2018

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SECTION D GENERAL MEETINGS

ANNUAL GENERAL MEETING

Date - the Annual General Meeting of the Association shall be held in November of each year.

Business –

- (a) To approve the minutes of the last Annual General Meeting and discuss matters arising therefrom
- (b) To receive a report from the Chairman
- (c) To receive a report from the Secretary
- (d) To receive from the Treasurer a report and a Statement of Accounts
- (e) To approve, if necessary, a motion as provided for under Item 9 of the Constitution, Re-election of Chairman, Exception to limit
- (f) To elect the Officers
- (g) To elect the members of the Committee.
- (h) To nominate an examiner of the accounts
- (i) To consider and vote on motions as advised in the Notice of the Meeting

SPECIAL GENERAL MEETINGS

Convening - may be convened by the Committee of the Association or on the written requisition to the Committee of not less than twenty members.

NOTICE OF GENERAL MEETINGS

Period - not less than 14 days' written notice shall be given of a General Meeting and of the motions and nominations for that meeting.

Recipients - notice shall be given to every member of the Association and to Exmouth Town Council.

GENERAL MEETINGS

Voting - each individual member, except Social Members, present at the meeting shall be entitled to one vote subject to a maximum of two votes for each family.

Quorum - twenty members shall form a quorum.

Presiding Officer - the Chairman, or if absent the Vice-Chairman, shall preside at General Meetings.

SECTION B OFFICERS & COMMITTEES

OFFICERS

The four officers elected from among the members of the Association shall be -

- (a) Chairman
- (b) Vice-Chairman
- (c) Secretary
- (d) Treasurer

COMMITTEE MEMBERS

Elected members - from among the members of the Association a total of nine members shall be elected at Annual General Meetings.

Nominated members – one member shall be nominated by the Exmouth Town Council.

TERMS OF OFFICE FOR THE OFFICERS, NOMINATED AND ELECTED COMMITTEE MEMBERS

Officers - one year.

Nominated Committee Member - nominated annually.

Elected Committee Members - one year.

Committee Members co-opted to fill vacancies - from date of appointment to the next Annual General Meeting.

Definition of year - in this context, a period of one year shall be regarded as the period between successive Annual General Meetings.

RE-ELECTION OF OFFICERS

Limit - on completion of 4 consecutive terms of office, the Chairman shall be ineligible for re-election for a period of one year.

Exception to Limit - in exceptional circumstances the break of one year may be waived subject to a motion being approved at the Annual General Meeting.

RE-ELECTION OF ELECTED COMMITTEE MEMBERS

Committee members shall be elected annually. Serving committee members may be re-elected en-bloc provided that the number of nominations does not exceed the maximum number of positions (9). Should an 'en bloc' motion be defeated, existing committee members will be voted on individually.

SPECIAL APPOINTMENTS

Where it is in the interest of the Association the Committee may appoint members of the Association to perform specific roles. Appointees may attend all or part of committee meetings as appropriate but may not vote. Such appointments may include, but not be limited to, Minute Secretary, Membership Secretary, Newsletter Editor or Publicity Officer.

VACANCIES

Circumstances – vacancies may arise from the resignation, death or other

Filling vacancies - for the respective officers and committee members the following rules will apply -

Chairman – vacancy to be filled by the Vice-Chairman subject to that person's agreement, otherwise the Committee will elect a new Chairman from among its members. Should this also not be possible then the Committee will seek nominations from among members of the Association for submission to a Special General Meeting.

Vice-Chairman – vacancy to be filled by the Committee from among its members. Should this not be possible the office will be left vacant until the next Annual General Meeting. In the latter circumstances the most appropriate Subcommittee chairman will deputise for the Chairman as necessary.

Secretary, Treasurer or Elected Committee Members – vacancy to be filled by the Committee from among its members or failing this from among members of the Association.

Nominated Committee Member – vacancy to be filled by the Town Council.

COMMITTEE MEETINGS

Presiding Officer - the Chairman or if absent the Vice-Chairman.

Quorum - five members shall form a quorum.

SUB-COMMITTEES

Appointment – the Committee may appoint subcommittees from the membership of the Association. Subcommittees shall be appointed / reappointed annually after the Annual General Meeting and membership thereof approved by the Committee.

Service by Elected Committee Members - a minimum of two elected members shall serve on each sub-committee.

SECTION C

MEMBERSHIP

ELIGIBILITY

Membership is open to all persons in sympathy with the objects of the Association.

APPLICATION & APPROVAL

Application - Prospective new members must submit a completed application form to the Secretary for consideration by the Committee.

Approval - The Committee will consider applications and applicants notified of its decision by the Secretary.

CATEGORIES

Individual - this shall include families of one adult with children or grandchildren less than 18 years of age (single parent families).

Family - this shall include both partners and their children or grandchildren less than 18 years of age.

Temporary – where it is in the interests of the Association the Secretary may approve a Temporary membership or a temporary upgrade of membership for the period of a specific visit to or from a twinned town. No subscription will be payable.

Social membership – at the discretion of the Committee Social Membership may be offered to existing members of long standing who through changed circumstances cease to be able to host visitors. Social members may, subject to any capacity constraints, attend all functions arranged locally by the Association; they may not participate in visits to Dinan or Langerwehe.

SUBSCRIPTIONS

Payable – on joining or re-joining the Association and on 1st April annually.

Amount – to be determined by the Committee.

Reminder – no formal reminders will be issued.

Lapsing – members whose subscriptions are not paid by 14th April shall be deemed to have lapsed their membership of the Association.

TERMINATION

Membership may be terminated by the Committee at any time that such action is considered to be in the best interests of the Association. The member(s) concerned will be notified in writing. Refunds of paid membership subscriptions will be at the discretion of the Committee.

SECTION A

THE ASSOCIATION & ITS MANAGEMENT

NAME

The name of the Association shall be Exmouth Twinning Association.

OBJECTS

Friendship - to promote and foster friendship between the people of Exmouth and district and its twinned towns of Dinan and district in France & Langerwehe and district in Germany.

Visits - to encourage visits by individuals and groups to and from the twinned towns.

Development - to encourage the development of personal contacts within the twinned towns with a view to broadening the mutual understanding of cultural, recreational, educational and commercial activities of the twinned towns and to take such further steps as shall be consistent with the foregoing objects.

MANAGEMENT

The Management of the Association shall be vested in a Committee consisting of the four Officers, nine Elected and one Nominated member as defined on Page 4.

AMENDMENTS TO THE CONSTITUTION

Procedure - the Constitution may only be amended by a motion submitted to a General Meeting.

Majority required - for an amendment to be carried two-thirds or more of the members, present and entitled to vote, must vote in favour.

DISSOLUTION

On dissolution of the Association all surplus funds shall be distributed at the sole discretion of the Committee.