

# **THE COLWICH AND HAYWOODS TWINNING ASSOCIATION.**

## **CONSTITUTION**

(REVISED MAY 2018)

### **1. NAME OF THE ASSOCIATION.**

The name of the Association shall be the Colwich and Haywoods Twinning Association.

### **2. AIMS OF THE ASSOCIATION.**

- a) To promote and foster the friendship and understanding between the people of Colwich and The Haywoods and District and those of Rimbach and District in Germany, and those other linked communities with which the Association may later form links.
- b) To encourage visits by individuals and groups to and from linked communities, 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 communities.
- c) To organise fund-raising activities to foster the aims of the Association.

### **3. MEMBERSHIP.**

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

- a) Individual membership
- b) Family membership – being open to all members of a family excepting sons or daughters over the age of eighteen years. A membership list will be kept.

#### **4. COMMITTEE.**

The affairs of the Association shall be conducted by the Management Committee consisting of ex-officio, the Chairman of Colwich Parish Council, two others to be nominated by Colwich Parish Council – one from the Great Haywood Ward and one from the Colwich and Little Haywood Ward , and the remaining to be elected by the Association plus any other person it is desirable to co-opt.

- a) The Committee shall have the power to co-opt and co-opted members shall have the right to vote.
- b) The quorum shall be at least five members of the Committee.
- c) The Committee shall have the power to set up sub-committees, which shall have the power to co-opt to their membership, with the power to vote.

#### **5. ELECTION OF COMMITTEE.**

The Committee shall be elected at the Annual General Meeting of the Association. The Association shall appoint a Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer and other such officers as it deems necessary, including an Honorary Auditor.

#### **6. THE CHAIRMAN.**

The Chairman of the Management Committee, the Vice-Chairman, the Honorary Secretary and the Honorary Treasurer shall be ex-officio members of all sub-committees.

## **7. THE MANAGEMENT COMMITTEE.**

The Management Committee shall call an Annual General Meeting of the Association between 1<sup>st</sup> April and 31<sup>st</sup> May of each year, giving each member at least fourteen days notice in writing.

A Quorum of at least 5 Committee members and 4 other Association members is required for this meeting.

## **8. VOTING AT THE AGM.**

- a) Only members present at the meeting shall be entitled to vote.
- b) Each individual member shall be entitled to vote and each family shall be entitled to two votes, provided that two members of such family are present at the meeting. The Chairman shall have the casting vote.
- c) Each official Parish Council Representative on the Committee present at the meeting shall be entitled to one vote.

## **9. SPECIAL GENERAL MEETING.**

A Special General Meeting of the Association may be called at any time on a written request signed by at least twenty members of the Association, and delivered to the Honorary Secretary, containing details of the matters to be discussed. At least twenty-eight days notice must be given.

The same quorum is required at this meeting as for the AGM.

## **10. ACCOUNTS.**

Audited accounts to 31<sup>st</sup> March of each year shall be submitted to each Annual General Meeting.

## **11. MONEY.**

All monies received on behalf of the Association shall be kept in safe custody by the Honorary Treasurer and all cheques drawn on the

Association account shall be signed by any two of the Chairman, Vice-Chairman, Honorary Treasurer or Honorary Secretary.

## **12. SUBSCRIPTIONS.**

All subscriptions shall be determined at the AGM, and be payable within two months thereof.

## **13. AMENDMENTS TO THE CONSTITUTION.**

Amendments to the Constitution shall only be made at the AGM or a Special General Meeting. Notice of the proposed amendment shall be given in writing to the Honorary Secretary at least twenty-one days before the meeting and details shall be given in the notice convening the meeting. No such amendment shall be carried unless not less than two-thirds of the members present and voting at the meeting vote in its favour.

## **14. DISSOLUTION OF THE ASSOCIATION.**

Should the dissolution of the Association become necessary then this must be agreed by at least two-thirds of the existing membership at a General Meeting and the decision made in conjunction with Colwich Parish Council. The necessity for such action must be communicated to the Twinning counterparts in Rimbach for comment prior to the dissolution taking place.

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