

COLEFORD TWINNING ASSOCIATION CONSTITUTION

1. NAME OF THE ASSOCIATION. The name of the Association shall be "The Coleford Twinning Association"
2. AIMS OF THE ASSOCIATION.
 - (a) To promote and foster friendship and understanding between the communities of Coleford and those of St Hilaire de Riez.
 - (b) To encourage visits by individuals, families and community groups between the twinned towns and, by so doing, to broaden the mutual understanding of the cultural, recreational, educational and commercial activities of the twinned towns.
 - (c) To organise fund-raising activities to help finance the visits and association events of the twinned towns.
3. AUTHORISED SIGNATORY. Any Officer, over eighteen years of age, 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 Coleford Parish and in neighbouring parishes, who are in sympathy and agree with the aims of the Association

There shall be three categories of membership, namely:-

- (a) Individual Membership
- (b) Family Membership (up to four members)
- (c) Organisation Membership for clubs, societies and businesses.
Such membership shall not entitle members or employees of such organisations to the rights of individual or family membership.

There will be an annual membership fee, which will be reviewed at each Annual General Meeting. Membership will run from 1st April to 31st March each year. The membership fee is to be paid to the Treasurer as soon as possible after 1st April and before 30th June of the membership year.

Individual Membership	£10
Family	£20
Organisation Membership	£25

Membership will provide discounts and/or priority booking at some Association events and activities.

Members may resign at any time by writing to the Secretary.

Any member who does not pay their membership fee by 30th June will be contacted by the Management Committee, who will then decide whether that member is deemed to have resigned.

5. MANAGEMENT COMMITTEE.
The affairs of the Association shall be conducted by a Management Committee consisting of ten voting members, one of whom shall be, ex-officio, the Town Mayor at the time; one other to be nominated annually by

the Coleford Town Council and the remaining eight to be elected by the Association. The Management Committee will have four Officers: a Chair, a Deputy Chair, a Secretary and a Treasurer. Officers must be over the age of eighteen.

The Town Mayor, as head of the Municipal Twinning, shall be invited to be President of the Association. The President position is not an Officer position and holds no special responsibility or management powers. The President will be entitled to free individual membership.

A quorum of members shall be five.
The Chair at the time shall have the casting vote.

6. **ELECTION OF THE COMMITTEE.**
The Committee shall be elected at an Annual General Meeting.
The maximum term of office of the Chair 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. **SUB-COMMITTEES.**
Sub-Committees shall be formed, as and when required, in order to make recommendations to the Management Committee. Any member can become part of a Sub-Committee, unless their membership of the Sub-Committee is considered inappropriate by the Management Committee.
8. **ANNUAL GENERAL MEETING.** The Secretary shall call an Annual General Meeting to be held before the end of February of each year, giving notice to members of at least fourteen days.
The business of the AGM shall be:-
 - a. To elect a Chair, Deputy-Chair, Secretary, Treasurer and four other Management Committee members.
 - b. To receive a Financial Report for any Association events that have taken place since the previous Annual General Meeting.
 - c. To consider any duly notified amendment to the Constitution.
 - d. To consider any other business at the discretion of the Chair.

Only members actually present at the meeting shall be entitled to vote. Each individual member shall be entitled to one vote. Each family to two votes, provided that two family members are present at the meeting. Organisation members are entitled to two votes, provided that two representatives of the organisation are present at the meeting.

The quorum for all meetings shall be eight voting members.
The Chair shall, where necessary, retain the casting vote.

9. **FINANCIAL MATTERS.**
The Association will hold a bank account in its own name. All the Officers will be signatories to the account. A minimum of two Officers, who are not from the same family, can sign cheques or requisition notes for other payments (BACS payments, cash withdrawals, debit card payments. Such

requisition notes will be kept by the Treasurer.

The treasurer will provide a statement of accounts at each Management Committee meeting. The accounts of the Association will be inspected annually by an independent person who has appropriate financial knowledge and experience.

10. SPECIAL GENERAL MEETING. A Special General Meeting may be called at any time on a written request signed by at least eight 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.
11. 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.
12. DISSOLUTION OF THE ASSOCIATION. In the event of the dissolution of the Association being agreed at a Meeting of the Association, all remaining balances shall forthwith be transferred to the Coleford Town Council and earmarked for similar community activities.

This constitution was agreed at the Annual General Meeting of 20th February 2017.

Chair's Signature

Deputy Chair's Signature

R.Iain.Baird

Matthew Whittington

Secretary's Signature

Treasurer's Signature

Janette McCutcheon

Nick Penny