

LEATHERHEAD & DISTRICT TOWN TWINNING ASSOCIATION CONSTITUTION

1. Name

The name of the Association shall be the Leatherhead & District Town Twinning Association (Friends of Triel).

2. Aims

To promote and foster friendship and understanding between the people of Leatherhead and District and those of Triel-sur-Seine in France; and those of other communities with which the association may later form links.

To encourage visits by individuals of all ages to and from linked communities, particularly by children and young people and the development of personal contacts. By so doing to broaden the mutual understanding of the cultural, recreational, educational and commercial activities of the linked communities.

3. Membership

Membership shall be open to all persons, families and organisations in sympathy with the aims of the Association.

4. Management Committee

The affairs of the Association shall be conducted by a Management Committee consisting of at least seven members, plus, ex officio, the Chairman of the Mole Valley District Council, and two other nominated by Mole Valley District Council.

The remaining committee members to be elected by the Association and be broadly representative of organisations, associations, clubs and individuals in Leatherhead and District.

The Officers of the Association shall be Chairman, Honorary Secretary and Honorary Treasurer, all to be elected at the inaugural meeting and subsequent Annual General Meetings.

The Committee shall be elected at the inaugural meeting and subsequent Annual General Meetings.

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

The quorum shall be five, with a minimum of 2 Officers.

The committee shall have the power to set up sub-committees. The sub-committees will have the power to co-opt to their membership. Co-opted members will have the power to vote in sub-committees.

The Officers of the Association shall be ex officio members of all sub-committees.

The committee may organise fund-raising activities to foster the aims of the Association.

5. Annual General Meeting

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The Management Committee shall call an Annual General Meeting of the Association between 1 January and 31 March of each year, giving twenty eight days notice of the date of the meeting in writing.

Only members present at the AGM shall be entitled to vote.

Each individual member and organisation shall be entitled to one vote

The Chairman shall have a casting vote.

Quorum at the Annual General Meeting shall be ten per cent of membership.

6. Special General Meeting

A special General Meeting of the Association may be called at any time on a written request, signed by at least 50% of the membership of the Association, and delivered to all members of the Association, containing details of the matter(s) to be discussed. At least twenty-one days notice must be given.

Only members present at the Special General Meeting shall be entitled to vote.

Quorum at the Special General Meeting shall be ten per cent

7. Finance

Audited accounts to 31 December of each year shall be submitted to each Annual General Meeting.

The AGM shall appoint an Honorary Examiner.

All monies received on behalf of the Association shall be kept in safe custody by the Hon Treasurer.

All cheques drawn on the Association's account shall be signed by any two of the following: Chairman, Hon Treasurer, Hon Secretary.

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8. Subscriptions

All subscriptions shall be determined at the AGM

9. 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(s) shall be given in writing to the Hon Secretary at least twenty one days before the meeting, and the details shall be given to members at least fourteen days before the meeting.

No such amendment shall be carried unless not less than two-thirds of the members present and voting at the meeting in its favour.

10. Dissolution of the Association

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