

BATH – ALKMAAR TWINNING ASSOCIATION



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Constitution

1 Title

The title of the Association shall be the BATH – ALKMAAR TWINNING ASSOCIATION, herein after referred to as the Association.

2 Aims

The aims of the Association are:

- A To promote, foster and maintain social and working relations, mutual understanding and respect between the people of Bath and the people of Alkmaar.
- B To encourage and assist youth and adult organisations, clubs, businesses, schools, educational providers and people drawn from all age groups and walks of life in Bath and Alkmaar to communicate, exchange ideas and to enhance their mutual experiences.
- C To expand human and cultural relations in sport, culture, enterprise, the arts and any other areas of endeavour to secure firm foundations for future developments that strengthen citizenship, friendship and commitments between the people of Bath and the people of Alkmaar.

- D To enable social, fund raising or other appropriate activities to foster the aims of the Association.

3 **Membership**

- A Entitlement to Membership is by payment of an appropriate annual subscription that is determined by the Annual General Meeting (AGM) of the Association. The subscription becomes due within a calendar month from the date of application or renewal of membership.
- B The preferred method of payment is by Standing Order.
- C Membership of the Association shall be open to all persons or organisations subscribing to or having an interest in the aims of the Association. There shall be three categories of membership:
 - i Individual Membership
 - ii Family Membership - open to couples, or parent(s) with children under eighteen years
 - iii Corporate Membership - Corporate membership entitles two members of the organisation to the same rights conferred on individual members.

4 **Contact**

Communications should be copied to the Chairman of the Association if necessary.

5 **Liaison**

- A Liaison between the Twinning Associations and the Charter Trustees of the City of Bath is via the Mayor's Office/Twinning Forum.
- B The Association can approach the Charter Trustees on items of support and/or expenditure.

6 **Organisation**

- A The organisational structure of the Twinning Association shall be determined by its members to suit the cultural characteristics of the twinned cities and the voluntary resources available to the Association. The adopted structure shall be subject to occasional review in partnership with the Charter Trustees of the City of Bath.
- B The President of the Twinning Association shall be the Mayor of Bath. The President may attend meetings of the Twinning Association, but in a non-voting capacity.
- C The core Officers of the Association shall be the Chairman, Vice-Chairman, Secretary and Treasurer.
- D The Association has the option of co-opting assistance from relevant third parties or individuals engaged with the Association's activities and/or aims in a non-voting capacity.

7 **Annual General Meetings (AGMs), Extraordinary General Meetings (EGMs), and General Meetings (GMs)**

- A The AGM/EGM agenda is to be circulated to the members in advance at least 21 days before the date of the AGM or EGM.
- B The core Officers of the Association shall be elected by members of the Twinning Association present at the AGM.
- C All member categories are to have one vote per person attending. Non-voting members can be invited to attend and contribute to an item as listed on the published agenda prior to a vote being taken.
- D The agenda for a GM shall be determined by the Chairman in consultation with at least one other Officer and circulated 7 days before the date of the GM.
- E The quorum for a meeting shall not be less than 5 registered members of the Association including at least 2 Officers.

F Proxy votes are not permitted.

G In the case of a tied vote, the Chairman shall have the option of a casting vote.

8 **Amendments to the Constitution**

The Constitution may be amended, subject to previous consultation within the Twinning Forum and with the approval of the Charter Trustees of the City of Bath and only at the AGM of the Association or an EGM called for that purpose. Amendments need to be passed by a two-thirds majority of members of the Association.

9 **Finance**

A The financial year for the Association is from 1st April in each year to the 31st March of the following year.

B The income and property of the Association shall be applied solely towards carrying out the aims of the Association as set out in this Constitution.

C Funding of the Association is by grant(s) from the Charter Trustees and others, membership fees and other means.

D At each AGM an Auditor shall be appointed who is not a member of the Association.

E At each AGM an audited income and expenditure account and balance sheet for the previous year shall be presented.

F The Association shall have the power to invest any of the funds of the Association through appropriate registered bodies.

G The Association's grant giving and expenses policies and procedures shall be agreed at the AGM.

H The Association shall have its own bank account(s).

I All cheque requests shall be signed by any two of the Officers of the Association.

10 **Unforeseen Circumstances**

Any unforeseen questions not defined within this Constitution shall be arbitrated upon by the GM, whose decision shall be accepted for the remainder of that year. The question shall be made the subject of a proposition from the Officers and be submitted to the next AGM for a final decision.

11 **Dissolution of the Association**

A In the event of the Association being dissolved, any property or monies remaining after its debts and liabilities have been settled shall be returned to the Charter Trustees of the City of Bath for use on other twinning activities.

B In the event of there being no Charter Trustees of the City of Bath and no superseding local authority, any property or monies remaining after its debts and liabilities have been settled shall, in the sole judgement of the Association, be passed to such charity or charities as the Association shall in its absolute discretion decide.