



Orkney Norway Friendship Association

incorporating Vennskapsforeninga Norge-Orkenoyane

CONSTITUTION

1. NAME OF THE ASSOCIATION

The name of the Association shall be the Orkney Norway Friendship Association.

2. AIMS OF THE ASSOCIATION

The aims of the Association shall be as follows:

- (1) To promote and foster friendship and understanding between the people of Orkney and those of Norway.
- (2) To encourage visits by individuals and groups to and from Orkney and Norway and the development of personal contacts, and by so doing to broaden the cultural, recreational, educational and commercial activities of Orkney and Norway.
- (3) To organise fund-raising activities to foster the aims of the Association.

3. MEMBERSHIP

- (1) Membership shall be open to all persons or organisations in sympathy with the aims of the Association.
- (2) There shall be three categories of membership, as follows:
 1. Individual Membership
 2. Family Membership, being open to all members of a family excepting sons and daughters over the age of eighteen years.
 3. Corporate membership, open to both businesses and voluntary organisations, entitles not more than two members of the organisation to the voting rights conferred on individual or family members.

4. MANAGEMENT

- (1) The affairs of the Association shall be conducted by the Management Committee consisting of members elected by the Association.
- (2) The Management Committee shall have the power to co-opt and co-opted members shall have the right to vote.
- (3) The Management Committee shall have the power to establish Sub-Committees, which shall have the power to co-opt from the membership, with the power to vote.
- (4) In the Management Committee each member of the Committee shall have one vote.
- (5) The Management Committee shall be elected at the Annual General Meeting of the Association with approximately one third retiring annually, having served for three years.
- (6) The Management Committee when elected shall at their first meeting proceed to elect a Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer.
- (7) Other posts shall be designated as required - e.g. Social Convener, Minute Secretary, etc.
- (8) The Chairman, Hon. Secretary and Hon. Treasurer shall be ex officio members of all Sub-Committees.
- (9) A quorum at meetings of the Management Committee shall be five and at all other meetings of Sub-Committees one third.
- (10) The Chairman of any meeting shall have a deliberative vote and, in the case of equal voting, the casting vote.

5. MEETINGS

- (1) The Association shall have an Annual General Meeting to which all members shall be invited.
- (2) The Management Committee shall call an Annual General Meeting of the Association between 1 January and 31 March each year, giving each member at least fourteen days notice in writing.
- (3) Only members present at the meeting shall be entitled to vote.
- (4) Each individual member shall be entitled to one vote, and each family or corporate member shall be entitled to two votes, provided that two members of such family or organisation are present at the meeting.

5. MEETINGS (cont)

- (5) A Special General Meeting of the Association may be called at any time on a written request by at least twenty members of the Association and delivered to the Hon. Secretary containing details of the matter to be discussed. At least twenty-eight days notice must be given for such requests.
- (6) A Special General Meeting of the Association may also be called when the Management Committee so decides.

6. FINANCE

- (1) All monies received on behalf of the Association shall be kept in safe custody by the Hon. Treasurer and all cheques drawn on the Association shall be signed by any two of Chairman, Hon. Treasurer or Hon. Secretary.
- (2) Audited accounts to 30 November each year shall be submitted to each Annual General Meeting.
- (3) Subscriptions shall be due for payment annually.
- (4) The scale of subscription shall be decided at the Annual General Meeting, or at a Special General Meeting convened for that purpose.

7. AMENDMENTS TO THE CONSTITUTION

- (1) Amendments to the Constitution of the Association shall only be made at the Annual General Meeting or a Special General Meeting.
- (2) Notice of the proposed amendment shall be given in writing to the Hon. Secretary at least twenty-eight days before the meeting. Details shall be given in the notice convening the meeting and notice of the meeting should be given at least fourteen days in advance.
- (3) No amendment shall be carried unless not less than two-thirds of the members present and voting at the meeting vote in its favour.

8. DISSOLUTION OF THE ASSOCIATION

- (1) Any motion for the dissolution of the Association shall be intimated in writing to the Hon. Secretary at least twenty-eight days before the date of the meeting at which the motion is to be discussed.
- (2) Any notice calling a meeting at which a motion for dissolution is to be considered shall draw attention to the proposal and shall be intimated at least fourteen days in advance of such meeting.
- (3) At any meeting convened for the purpose of dissolution which has been intimated and notified in accordance with this Rule, the consent of two-thirds of the members present and voting is required for the motion to succeed.
- (4) In the event of the Association being dissolved, all surplus funds and assets thereof shall be transferred to such bodies or charities as the Management Committee shall in its absolute discretion decide.

January 2008