



Constitution (of 5th June 2017)

1. Name of the Association

The name of the Association shall be "The Foxton Twinning Association".

2. Aims of the Association

- (a) To promote and foster friendship and understanding between the people of Foxton, Cambridgeshire, UK and the people of Montigny, Normandy, France.
- (b) To encourage visits by individuals and groups to and from the linked communities, and the development of personal contacts, in order to broaden the mutual understanding of the cultural, social, recreational and educational activities of the linked communities.
- (c) To organise fund-raising activities to foster the aims of Association

3. Authorised Signatory

The Secretary of the Association shall have the power to sign all documents on behalf of the Association.

4. Membership

All residents of the Parish of Foxton shall be considered to be members of the Association and will have the right to vote.

In addition, membership is open to all persons or organisations in sympathy with the aims of the Association. The following categories of membership are available:

- (a) Individual membership, open to persons aged eighteen (18) or more.
- (b) Family membership, open to families excepting sons or daughters over the age of eighteen (18) years.
- (c) Organisation membership, open to clubs, schools, associations and commercial organisations with links to Foxton and its residents.
- (d) Honorary membership, which may be offered by the Association Committee and ratified by resolution of a general meeting to any person who has rendered outstanding service to the objects of the Association. An honorary member may also choose to become an Individual member and gain the respective voting rights. Honorary members shall not be charged a membership fee.

Members over the age of eighteen (18) years in categories (a) or (b) above shall have the right to one vote. Organisations in category (c) above shall have the right to exercise one vote.

All persons taking part in visits shall be members under categories (a) or (b) above.

The membership year shall be twelve months from the 1st March.

The Association Committee reserves the right to terminate membership of any individual, family or organisation member should they at any time consider that the member has acted in such a way as to bring the Association into disrepute.

5. Association Committee

The affairs of the Association shall be conducted by a Management Committee consisting of not more than ten (10) and not less than six (6) voting members being broadly representative of the organisations, associations, clubs and individuals in Foxton.

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

A quorum of members shall be four (4) including at least one Officer.

The Chairman at the time shall have the casting vote.

6. Election of the Committee

The Committee shall be elected at the Annual General Meeting (AGM) of the Association. Each candidate for election must be proposed and seconded by members of the Association. The Association shall appoint a Chairman, Secretary, Treasurer and other such officers as it deems appropriate.

The Chairman, Secretary and Treasurer shall be ex-officio members of all subcommittees.

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. Annual General Meeting

The Secretary shall call an Annual General Meeting to be held between 1st January and 31st March each year in Foxton, giving each member at least fourteen (14) days' notice in writing which may include email communication.

The business of the AGM shall be:

- (a) To elect a Chairman, Secretary and Treasurer and other Committee members, from whom other such Officers as decided necessary shall be appointed.
- (b) To receive a Financial Report, approve the Audited Accounts and appoint an Honorary Auditor.
- (c) To agree the Annual Subscription Rate and Visit Administration Fee Rate.
- (d) To consider any duly notified amendment to the Constitution.
- (e) To consider any other business at the discretion of the Chairman.

Only members actually present at the meeting shall be entitled to vote.

The quorum for a General Meeting shall be ten (10) voting members.

The Chairman shall, where necessary, retain the casting vote.

Notice of any resolution to be raised at any General Meeting shall be sent to the Secretary at least twenty-eight (28) days before the meeting. The Secretary will include any resolutions and amendments in the agenda of the meeting and shall circulate the agenda with the notice of the AGM.

8. Special General Meeting

A Special General Meeting may be called at any time on a written request signed by at least twelve (12) members, with the motion for discussion delivered to the Secretary, in writing, at least twenty-eight (28) days prior to the Meeting which is being called.

9. Audited Accounts

Audited accounts, as at 31st December each year, shall be submitted to each AGM.

10. Monies

All monies received on behalf of the Association shall be kept in a Bank or Building Society account in the name of the Association to be operated by the Treasurer. All cheques drawn on the Association shall be signed by any two of the agreed signatories.

Except by way of their normal trade, members shall not be paid for any services which they perform for the Association, but they may be reimbursed for reasonable out-of-pocket expenses.

11. Subscriptions and Fees

The rate of the Subscription and the rate of any Visit Administration Fees shall be determined by the AGM

12. 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-eight (28) 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.

13 Dissolution of the Association

The Association shall not be dissolved except by consent of two-thirds of the votes cast at a General Meeting, provided that notice of such an item has been provided on the agenda.

In the event of the dissolution of the Association all remaining balances shall forthwith be transferred to such other organisations in Foxton as the General Meeting shall decide.