

Bicester & District Twinning Association

Constitution

1. Name of the Association.

The name of the association shall be The Bicester and District Twinning Association.

2. Aims of the Association.

- (a) To promote and foster friendship and understanding between the people of Bicester and District and those of Neunkirchen Seelscheid in Germany, and of Canton des Essarts in France and of those of other towns with which the Association may later form links.
- (b) To encourage visits by individuals and group to and from linked towns, particularly by children and young people and the development of personal contacts and by so doing broaden the mutual understanding of the cultural, recreational, educational and commercial activities of the linked towns.
- (c) To organise fund-raising activities to foster the aims of the Bicester and District Twinning Association.

3. Membership.

Membership shall be open to all persons or organisations in sympathy with the aims of the association. There shall be three categories of membership.

- (a) Individual Membership.
- (b) Family membership, being open to all members of the family excepting sons and daughters over the age of eighteen years.
- (c) Corporate Membership. Corporate Membership does not in its self entitle members or employees of the organisations, which is a member to the rights of individual or family membership. Corporate Membership entitles not more than two members of the organisation to the rights conferred on the individual or family membership.

4. Committee.

The affairs of the Association shall be conducted by a Management Committee consisting of fifteen members, one of whom shall be EX-OFFICIO, the Mayor, with two other Town Councillors to be nominated by Bicester Town Council and the remaining twelve to be elected by the association as being broadly representative of organisations, associations, clubs, and individuals in Bicester and District.

- (a) The Committee shall have the power to co-opt. Co-opted members shall have the right to vote.
- (b) The quorum shall be five.
- (c) The committee shall have the power to set up sub-committees, which shall have the power to co-opt to their membership with the power to vote on their relevant sub-committee.

5. Election of the Committee.

Each election of a committee member shall be for two years tenure. One half of the elected committee members to be elected each year at the Annual General Meeting. Nomination papers for the election of Committee members are to be distributed to all members at least 28 days before the AGM. Nominations including a willingness to stand by the person nominated are to be received by the Secretary at least 14 days before the AGM.

The Association shall appoint a Chairman, Honorary Secretary, Honorary Treasurer and in addition to the Management Committee as detailed in paragraph 4. The Association may also elect an Honorary President, also other officers as deemed necessary.

6. The Chairman and Officers.

The Chairman of the Management Committee, the Honorary Secretary and the Honorary Treasurer shall be EX-OFFICIO members of all sub-committees.

7. The Management Committee.

The Management Committee shall call an annual General Meeting of the Association between September 1st and November 30th of each year, giving members at least fourteen days notice in writing.

8. Voting at the Annual General Meeting.

- (a) Only members present shall be entitled to vote.
- (b) Each individual member shall be entitled to one vote and each family or corporate shall be entitled to two votes, providing that two members of such family or organisation are present at the meeting. The Chairman shall have the casting vote.

9. Special General Meeting.

A Special General Meeting of the Association may be called at any time on a written request signed by at least 20 members of the Association and delivered to the Honorary Secretary, containing details of the matter to be discussed. At least 28 days notice must be given.

10. Accounts

Audited accounts to July 31st of each year shall be submitted to each Annual General Meeting. An Honorary Auditor shall be appointed to audit the accounts before they are presented to the Annual General Meeting.

11. Money

All monies received on behalf of the Association shall be kept in safe custody by the Honorary Treasurer and all cheques drawn of the Association shall be signed by any two of the Chairman, Honorary Treasurer or Honorary Secretary.

12. Subscriptions.

All subscriptions shall be determined at each Annual General Meeting and are payable on November 1st each year.

13. Amendments to the Constitution.

Amendments to the Constitution shall only be made at the Annual General Meeting. Notice of the proposed amendment shall be given to the Honorary Secretary at least 21 days before the meeting: details of the proposed amendment shall be given in the notice convening the meeting. No such amendment shall be carried unless two-thirds of the members present and voting at the meeting in its favour.

14. Dissolution of the Association.

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