

# Bicester and District Twinning Association

## Constitution (revised as at January 2026)

### **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, Essarts-en-Bocage in France, Czernichów in Poland, and of those of other towns with which the Association may later form links.
- (b) To encourage visits by individuals and groups to and from linked towns, particularly by children and young people, and the development of personal contacts; and by so doing, to 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, organisations, or businesses in sympathy with the aims of the Association. All members (except for the Mayor and other Town Council representatives) shall pay an annual subscription, see below. There shall be three categories of membership:

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

The Treasurer will keep an up-to-date list of paid-up members and the dates on which their renewals are due. The Secretary will keep an up-to-date list of contact details for all paid-up members.

### **4. Committee**

The affairs of the Association shall be conducted by a Management Committee consisting of up to fifteen members, one of whom shall be the Mayor, with two other Town Councillors to be nominated by Bicester Town Council and the remaining twelve to be elected by the Association, normally at its AGM (see below), as being broadly representative of organisations, businesses, associations, clubs, and individuals in Bicester and District.

- (a) If there are vacancies, the Committee shall have the power to co-opt suitable individuals, up to a maximum of 15 members. Co-opted members shall have the right to vote.
- (b) The quorum shall be five.

- (c) The Committee will normally meet once a month, or at such intervals as it deems necessary, but not less than ten times a year.
- (d) Only those present at meetings will be entitled to vote on matters raised.
- (e) At each Committee meeting the Honorary Secretary will present minutes of the previous meeting for approval by the Committee, and the Honorary Treasurer will present a summary of the Association's finances.
- (f) The Committee shall have the power to set up working parties, which shall have the power to co-opt to their membership with the power to vote on their relevant working party.
- (g) Urgent decisions may be made between meetings with the approval of the Chairman, Vice-Chairman, Honorary Treasurer and at least one other Committee member.

## **5. Election of the Committee and Officers**

Each election of a Committee member shall be for two years tenure. Nomination papers for the election of Committee members and Officers 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.

## **6. The Chairman and Officers**

The Association shall elect a Chairman, Vice-Chairman, Honorary Treasurer, Honorary Secretary and Honorary Auditor. The Association may also elect an Honorary President and other Officers as deemed necessary. All Officers except the Honorary Auditor will be members of the Management Committee. The Chairman, the Honorary Secretary and the Honorary Treasurer shall be ex-officio members of all working parties. All Officer positions are unpaid, but Officers and Committee members may claim reasonable expenses for monies laid out on behalf of the Association, subject to approval by the Chairman and Treasurer.

## **7. The Annual General Meeting**

The Management Committee shall call an Annual General Meeting of the Association during January of each year, giving members at least 28 days' notice in writing.

## **8. Voting at the Annual General Meeting**

- (a) Only paid-up members present shall be entitled to vote.
- (b) 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. If a vote is tied, the Chairman shall have the casting vote.
- (c) The quorum shall be five paid-up members.

## **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 50% of the paid-up 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.

Only paid-up members of the Association present at the meeting are entitled to take part in any vote held.

**10. Accounts**

Audited accounts to November 1<sup>st</sup> of each year shall be submitted to each Annual General Meeting. The Honorary Auditor shall 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 on the Association shall be signed by any two of the Chairman, Vice-Chairman, Honorary Treasurer, or Honorary Secretary.

**12. Subscriptions**

All subscriptions shall be determined at each Annual General Meeting and are payable annually, preferably by BACS or standing order.

**13. Amendments to the Constitution**

Amendments to the Constitution shall only be made at an Annual General Meeting or at a Special General Meeting. Notice of the proposed amendment shall be given to the Honorary Secretary at least 35 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 are in its favour.

**14. Dissolution of the Association**

The Association may only be dissolved at an Annual General Meeting or Special General Meeting and must be agreed by a vote of at least two-thirds of those present and entitled to vote. 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.